

JOB POSTING

Position Title	Public Health Department Administrator – Executive Director Livingston County Health Department
Department	Public Health
Shift	Full time - days
Salary (Optional)	Classified as Profession Position (M-3) Dependent on experience
Brief Job Description	Subject to executive planning approval of the Board of Health, performs highly responsible administrative work in directing/managing all activities of a local health department. Directs and coordinates administrative, fiscal, program and personnel operations. Functions within a broad framework of existing laws and policies with a wide latitude for individual discretion.
Education Requirements	The Public Health Administrator/Executive Director shall meet minimum personnel qualification standards as set by the Illinois Department of Public Health. <ol style="list-style-type: none"> 1) A master's degree in public health from a college or university accredited by the North Central Association or other regional, nationally-recognized accrediting agency and two years of full-time administrative experience in public health; 2) A graduate degree in a related field from a college or university accredited by the North Central Association or other regional, nationally-recognized accrediting agency, which may include but shall not be limited to a master's degree in public administration, nursing, environmental health, community health, health education, and two years of full-time administrative experience in public health; or 3) A bachelor's degree from a college or university accredited by the North Central Association or other regional, nationally-recognized accrediting agency, and four years of full-time administrative experience, of which at least two years must be in public health.
Additional Comments	Must successfully pass a background check and have a safe driving record. Must furnish own vehicle for home visits. Must be responsible, trustworthy and able to provide services in a non-judgmental manner.
Instructions for Applying	Submit resume to: Dr. James Day, President Livingston County Board of health 310 E. Torrance Ave., PO Box 650 Pontiac, IL 61764 Fax: 815-842-1063
Application Deadline	Until filled