



Central Michigan District Health Department
Promoting Healthy Families, Healthy Communities


Job Description

Job Title	Health Officer	Approved By	Board of Health		
Position Title	Health Officer				
Department	Administration	Reports To	Board of Health		
Employment	FT	Pay Grade	Negotiated	FLSA Status	Exempt

General Summary	<p>Reports to the Board of Health and is responsible for the overall organization and operation of the agency ensuring effective enforcement of public health laws and regulations, and achievement of current standards and best practices. Provides leadership of public health programs and administrative direction for staff. Responsible for implementing agency policies and programs relating to public health and serves as a liaison between the agency, and the public and community partners.</p>
Essential Duties	<ol style="list-style-type: none"> 1. Practices and supports visionary leadership – works with the Board of Health, staff and other stakeholders to develop, articulate and share vision for public health and the organization. 2. Creates sense of mission – articulates and models professional values and ethics; facilitates organizational mission development and reassessment; develops policies and processes that translate mission and vision into action. 3. Serves as effective change agent – facilitates application of systems thinking, strategic and tactical assessment and planning, empowerment of staff and community partners to act; generates fresh ideas and approaches to solving public health problems. 4. Political competencies – identifies and analyzes public health policy issues and alternatives; utilizes principles of media advocacy to communicate public health mission to stakeholders; works with community coalitions and advocacy groups; guides community and organization in seeking policy change and action on public health issues; translates policy decisions into organizational and community programs and services. 5. Negotiation – guides and mediates investigation and resolution of conflict within the organization and with other governmental agencies and community stakeholders. 6. Marketing and education – utilizes principles of social marketing and health education to communicate with target audiences on public health priorities and threats. 7. Manages organizational dynamics – assesses organizational environment, needs, assets, resources and opportunities; develops new organizational structures utilizing knowledge of organizational learning, behavior and culture. 8. Employs inter-organizational collaborating mechanisms – includes key stakeholders in collaborative ventures; develops collaborative and partnering strategies, including task forces and coalitions; facilitates networking of all stakeholders; develops collaborative strategic action plans. 9. Social forecasting and marketing – identifies and interprets emerging trends in public health and provides information, analysis, and interpretation to stakeholders and community partners. 10. Team-building – develops organizational team structures and systems focused on customer service, continuous quality improvement, and accreditation standards; facilitates development of teams; serves as team facilitator, mediator, and effective team member. 11. Responsible for overall organization and operation of agency, which includes:

	<ul style="list-style-type: none"> a. Assuring Board of Health conducts organizational strategic planning and monitors progress toward strategic goals. b. Facilitating active participation by Board of Health in ongoing community health assessment and planning in partnership with other community stakeholders, e.g., hospitals and other health departments. c. Identifying and pursuing funding from public and private foundation sources to address public health priorities identified through organizational strategic planning and community health assessments. d. Advocating for funding to address public health priorities, implement strategic plan priorities and core funding for public health infrastructure. e. Educating policymakers about funding and policy changes needed to address current and emerging public health problems. f. Facilitating training opportunities with universities and other learning entities to promote development of public health workforce. g. Serving as primary media spokesperson for agency on public health topics or identifies other subject matter experts for role if appropriate for particular topic. h. Leading organizational efforts to achieve and maintain local health department, state and national accreditation. i. Coaching and supporting managers and staff in achieving organizational and personal improvement goals and identify measures of success; creating and promoting leadership development and succession planning opportunities for managers and staff. j. Communicating regularly and frequently with Board of Health members, managers, staff, external stakeholders, and the public through in-person meetings, community forums, email, newsletters and written reports about trends and events of importance to agency and public. k. Maintaining active involvement in peer professional organizations at state and national level; and contributing to public health leadership in key stakeholder groups. l. Continuously monitoring organizational climate through surveys, focus groups and other forums to assure high level of staff morale and performance. m. Promoting overall agency quality improvement strategies and ensuring performance management and quality improvement plans are developed within all divisions. n. Drafting and reviewing local public health regulations addressing emerging public health problems for adoption by the Board of Health. o. Working with Administrative Services Director to develop annual agency budget and adjustments as needed. p. Preparing agendas and meeting materials for Board of Health meetings and meetings of its committees. q. Ensuring medical director coverage in compliance with state law and regulations.
<p>Other Duties & Responsibilities</p>	<ul style="list-style-type: none"> 1. May provide technical or administrative support as needed in response to a public health crisis, in addition to overseeing general emergency operations. 2. Maintains up-to-date vaccines including flu (influenza,) in accordance with CDC guidelines: <i>Recommended Vaccines for Healthcare Workers</i>. In which you allow CMDHD to access your current immunization status based on Michigan Improvement Care Registry (MCIR). 3. Performs other duties and responsibilities as necessary or in response to emergencies, workload, or staffing shortages. Works flexible hours as needed.

<p>Minimum Qualifications</p>	<ol style="list-style-type: none"> 1. Advanced knowledge of public health administration, science, and systems at a level normally acquired through completion of a Master's degree in public health; or completion of a Bachelor's degree and demonstrated advancement in the public health field 2. In-depth knowledge and ability to oversee and organize agency operations at a level normally acquired through three to five years progressively more responsible experience with significant success in a senior director/executive role. 3. Must meet criteria established by Michigan Department of Health and Human Services and be approved by same as required by Michigan Public Health Code PA 368 of 1978. 4. Advanced, highly developed skills and abilities in communications, administration, and leadership to effectively oversee and direct agency operations, and successfully implement 5. Board vision, strategies and plans. 6. Reliable transportation with current driver's license and insurance certificate for frequent travel to widely dispersed office and meeting locations. 7. Completion of National Incident Management System/Incident Command System online and face to face training courses based on current Public Health Preparedness requirements.
<p>Core Competencies</p>	<p>Professional Public Health Core Competencies required:</p> <p>Domain 1: Data Analytics and Assessment Skills</p> <ul style="list-style-type: none"> • 1.1. Describe factors that affect the health of a community. • 1.2. Accesses existing quantitative and qualitative data. • 1.3. Collects quantitative and qualitative data. • 1.4. Analyzes quantitative and qualitative data. • 1.5. Manages quantitative and qualitative data. • 1.6. Use quantitative and qualitative data. • 1.7. Applies public health informatics in using data, information, and knowledge. • 1.8. Assesses community health status. <p>Domain 2: Policy Development and Program Planning Skills</p> <ul style="list-style-type: none"> • 2.1. Develop policies, programs, and services. • 2.2. Implement policies, programs, and services. • 2.3. Evaluates policies, programs, services, and organizational performance. • 2.4. Improves policies, programs, services, and organizational performance. • 2.5. Influences policies, programs, and services external to the organization. • 2.6. Engages in organizational strategic planning. • 2.7. Engages in community health improvement planning. <p>Domain 3: Communication Skills</p> <ul style="list-style-type: none"> • 3.1. Determines communication strategies. • 3.2. Communicates with internal and external audiences. • 3.3. Responds to information, misinformation, and disinformation. • 3.4. Facilitates communication among individuals, groups, and organizations. <p>Domain 4: Health Equity Skills</p> <ul style="list-style-type: none"> • 4.1. Apply principles of ethics, diversity, equity, and justice. • 4.2. Engages in continuous self-reflection about one's biases. • 4.3. Recognizes the diversity of individuals and populations. • 4.4. Reduces systemic and structural barriers that perpetuate health inequities. • 4.5. Implement organizational policies, programs, and services to achieve health equity and social and environmental justice. • 4.6. Contributes to achieving and sustaining a diverse and competent public health workforce. • 4.7. Advocates for health equity and social and environmental justice. <p>Domain 5: Community Partnership Skills</p> <ul style="list-style-type: none"> • 5.1. Describes conditions, systems, and policies affecting community health and resilience. • 5.2. Establish relationships to improve community health and resilience. • 5.3. Maintains relationships that improve community health and resilience. • 5.4. Collaborates with community members and organizations.

	<ul style="list-style-type: none"> • 5.5. Shares power and ownership with community members and others. <p>Domain 6: Public Health Sciences Skills</p> <ul style="list-style-type: none"> • 6.1. Describes systems, policies, and events impacting public health. • 6.2. Apply public health sciences in delivering the 10 Essential Public Health Services. • 6.3. Uses evidence in developing, implementing, evaluating, and improving policies, program, and services. • 6.4. Contributes to the evidence base for improving health. <p>Domain 7: Management and Finance Skills</p> <ul style="list-style-type: none"> • 7.1. Describes factors that affect the health of an organization. • 7.2. Secures human resources. • 7.4. Engages in professional development. • 7.5. Secures financial resources. • 7.7. Implements organizational policies, programs, and services to achieve diversity, equity, and justice. • 7.9. Engages in contingency planning. • 7.10. Applies critical thinking in decision making. • 7.11. Engages individuals and teams to achieve program and organizational goals. • 7.12. Facilitates collaboration among individuals, groups, and organizations. • 7.13. Engages in performance management. <p>Domain 8: Leadership and Systems Thinking Skills</p> <ul style="list-style-type: none"> • 8.1. Creates opportunities to achieve cross-sector alignment. • 8.2. Implements a vision for a healthy community. • 8.3. Addresses facilitators and barriers impacting delivery of the 10 Essential Public Health Services. • 8.4. Creates opportunities for creativity and innovation. • 8.5. Responds to emerging needs. • 8.6. Manages organizational change. • 8.7. Engages politicians, policymakers, and the public to support public health infrastructure. • 8.8. Advocates for public health. <p><u>Demonstrates Core Values:</u> integrity, positive attitude, communications, customer service, responsibility, and accountability</p>
<p>Environment & Effort</p>	<ol style="list-style-type: none"> 1. General office and meeting room settings, with generally quiet, temperature-controlled environments. 2. Performance of essential duties requires speaking and hearing. Accommodations may be considered if necessary to compensate for vision or typing limitations. 3. Unlikely exposure to hazards while working. Some exposure to adverse conditions and risks while traveling to and from various office and meeting locations. 4. Physical effort: sedentary work requiring lifting up to 10 pounds occasionally, and using minimum force to lift, carry, or move objects such as files and notebooks. 5. Visual effort: constantly required in viewing computer display, and reading reports, charts, and spreadsheets. 6. Mental effort: regularly requires close attention to detail, intense review and analyses of data and information, and constant pressure to meet deadlines and standards.
<p>Administration Approval</p>	<div style="display: flex; justify-content: space-between; align-items: center;"> <div style="text-align: center;">  <p>Board of Health Chair</p> </div> <div style="text-align: right;"> <p>5/26/2026</p> <p>Date</p> </div> </div>
<p><i>This job description should not be interpreted as all inclusive. It is intended to identify the essential functions and requirements of this job. Incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this description.</i></p> <p><i>Any essential function or requirement of this job will be evaluated as necessary should any incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA.) Reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible.</i></p>	

The minimum qualifications listed above are guidelines. Other combinations of education and experience which could provide the necessary knowledge, skills and abilities to perform the job should be considered.

Signatures

I understand the duties and responsibilities of my position as described in this job description.

I can perform all the functions described and meet all the requirements and demands listed.

Employee Signature

Date

Reviewer Signature

Date