

# Columbia County

## Employment Opportunity

Human Resources Department

230 Strand, St. Helens, OR 97051

Phone: (503)397-3874

[www.co.columbia.or.us](http://www.co.columbia.or.us)

July 24, 2017

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**POSITION: PUBLIC HEALTH DIRECTOR/PUBLIC HEALTH ADMINISTRATOR.**

This is a new position to the County and represents the only Public Health staff position in-house. The County contracts for public health services with the Columbia Public Health Foundation. Currently, there are no County staff who provide public health services. There is no intention to bring these services in-house at this time. Depending on the applications received, the County will appoint **either** a Public Health Director **or** a Public Health Administrator to ensure that the County complies with its statutory obligations to act as the Local Public Health Authority and to monitor contractual compliance from the service provider. Candidates should indicate which position (or both) for which they wish to apply on the application. The County may choose the level of classification per candidate depending on experience and qualifications. The Director position requires a higher level of qualifications and include a higher expectations of duties and performance in comparison to the Administrator position.

**ANNOUNCEMENT #:** 17-PH      **DEPARTMENT:** Board of County Commissioners

**SALARY:** Director: \$6,904-\$8,775 per month; Administrator: \$5,706-\$7,253 per month  
Appointment in range at hire will be negotiable. Excellent benefits, including paid PERS contribution and family health insurance plus generous leave benefits. See attached list.

**CLOSING:** **AUGUST 21, 2017.** Application must be **received** electronically by 5:00 pm on the closing date. **Applications will only be accepted via online submission**

**DUTIES:** Act as Local Public Health Administrator for Columbia County. Ensure that the County, as LPHA, performs all statutorily required governance actions of a LPHA, including adopting Local Public Health Modernization Assessment. Ensure that the County, as LPHA, complies with all federal, state and local rules and regulations related to its authority. Ensure compliance with the Intergovernmental Agreement with the State of Oregon. Monitor all public health contract providers' delivery of program element services and promptly report any major deficiency or provider non-compliance. Take prompt action to ensure any such deficiencies or non-compliance is resolved.

**TO QUALIFY:** **Director:** Master's Degree in public health administration, behavioral, social or health science or related field. At least five years' increasingly responsible experience in a closely related field including department and/or program oversight and supervisory responsibility. A Bachelor's degree with sufficient additional experience will be considered. **Administrator:** Bachelor's degree in the field of public health administration, behavioral, social or health science or a related field. At least five years of increasingly responsible experience in public health services or a related field.

**TO APPLY:** Applicants **MUST** submit a Columbia County application form and resume. The application form must be filled out completely for consideration. Incomplete applications or applications not formatted as required will not be accepted. All supplemental information must be attached in PDF to the email submitting the application. A thorough background check, including criminal history will be conducted of final candidates. Columbia County applications are mandatory. Complete the application online and email with resume (saved in PDF format) to [HRJobs@co.columbia.or.us](mailto:HRJobs@co.columbia.or.us)

**An Equal Opportunity Employer** (a copy of the County's EEOP is available by calling the number above)

## Benefits Offered by Columbia County for this Position

Salary:	Listed in the announcement
Full time work week:	40.0 hours
Medical/dental insurance:	100% of base plan currently paid through the family level by the County Low copays and deductibles
Life insurance:	\$40,000
PERS/OSPRP:	6% of gross monthly salary paid by County into employee account Plus additional portion paid for eventual retirement pension
Holidays:	10.5 holidays per year plus 2 additional floating holidays
Sick leave:	One day accrued each month; maximum accrual of 2080 hours Half of accrued sick leave paid at retirement
Vacation leave	Years 1-5      12 days accrued each year Years 6-10    15 days accrued each year Years 11-15   19 days accrued each year Years 16-20   21 days accrued each year 20+ Years     24 days accrued each year Maximum accrual of 400 hours
Other leaves	Paid bereavement leave, personal leave, jury/witness duty leave
VEBA	County contributes each year to a medical savings account to reimburse employee for deductibles, copays, non covered medical expenses
Other	Flexible spending accounts, AFLAC supplemental insurance, discounted health club membership, etc.

NOTE: Benefits may vary from those listed above subject to employment status and the various collective bargaining unit agreements and may change over time.