

ASSISTANT HEALTH OFFICER

As a Tier One City, Jersey City seeks to bring on an Assistant Health Officer to ensure continued planning, developing, coordinating and directing the work programs in conjunction with the Health Officer and Health & Human Services Department Director. This position will assist the Health Officer in Emergency Preparedness, Targeted Outreach Campaigns, and Disease Control.



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Job Specification

ASSISTANT HEALTH OFFICER

DEFINITION:

Assists the Health Officer in planning, developing, coordinating and directing the work programs of a municipal Health Department and in directing the enforcement of public health laws within the municipality; does other related duties.

NOTE: The examples of work for this title are for illustrative purposes only. A particular position using this title may not perform all duties listed in this job specification. Conversely, all duties performed on the job may not be listed.

EXAMPLES OF WORK:

Assists the Health Officer in recommending local health policies and programs.

Plans and directs the measures required to control and prevent communicable diseases.

Directs and coordinates the inspection, investigation, legal and other measures required by local and state health laws.

Supervises sanitation measures and inspections throughout the municipality.

Plans and directs the measures required to abate nuisances which may affect health and sanitation.

Ensures that an adequate program of child health service is provided.

Directs the placing of warning signs at homes where cases of communicable diseases are reported.

Maintains a current record of all diseases reported within the community.

Investigates or directs the investigations of contacts and contagious diseases.

Issues certain licenses and permits.

Supervises inspections of food and drug establishments to assure compliance with the law.

Prepares correspondence.

Prepares reports.

Supervises the establishment and maintenance of records and files.

Will be required to learn to utilize various types of electronic and/or manual recording and information systems used by the agency, office, or related units.

REQUIREMENTS:

LICENSE:

Possession of a valid Health Officer License issued by the New Jersey Department of Health and Senior Services.

NOTE: Under certain circumstances, or upon request, eligibility may be restricted to qualified physicians only, who possess a valid Health Officer's License issued by the New Jersey Department of Health and Senior Services, or to individuals who possess a doctor or master degree in a health related field, such as medicine, osteopathy, veterinary medicine, public health, environmental science, health administration, social work, nursing, or health education and a valid New Jersey Health Officer's license.

LICENSE:

Appointees will be required to possess a driver's license valid in NJ only if the operation of a vehicle, rather than employee mobility, is necessary to perform essential duties of the position.

KNOWLEDGE AND ABILITIES:

Knowledge of Federal, State and local public health laws, rules, regulations, ordinances, policies, standards and procedures and their application to specific situations.

Knowledge of the provisions of the local sanitary codes.

Knowledge of techniques used in public health administration.

Knowledge of the records required in a public health program.

Ability to organize assigned public health work.

Ability to analyze and interpret public health law, regulations, rules and procedures and apply them to specific situations.

Ability to recognize and identify contagious diseases and to take the proper control action.

Ability to maintain and establish effective working relationships with citizens, physicians and other on health matters.

Ability to provide assignments and instructions to staff and supervise the performance of their work.

Ability to utilize available funds, personnel, equipment, materials, supplies and space.

Ability to prepare correspondence.

Ability to prepare reports.

Ability to establish and maintain records and files.

Ability to utilize various types of electronic and/or manual recording and information systems used by the agency, office, or related units.

Ability to read, write, speak, understand, and communicate in English sufficiently to perform duties of this position. American Sign Language or Braille may also be considered as acceptable forms of communication.

Persons with mental or physical disabilities are eligible as long as they can perform essential functions of the job after reasonable accommodation is made to their known limitations. If the accommodation cannot be made because it would cause the employer undue hardship, such persons may not be eligible.

This job specification is applicable to the following title code:

Job Spec Code	Variant	State, Local or Common	Class of Service	Work Week	State Class Code	Local Class Code	Salary Range	Note
00563		L		N	N/A	05		-

This job specification is for **local** government use only.
Salary range is only applicable to state government.
Local salaries are established by individual local jurisdictions.

11/5/2001
