



**Public Health**  
Prevent. Promote. Protect.  
Rock Island County  
Health Department



# **PUBLIC HEALTH ADMINISTRATOR**

## **ROCK ISLAND COUNTY HEALTH DEPARTMENT**

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First Review of Applications: June 29, 2023



PUBLIC SECTOR EXECUTIVE RECRUITMENT



# THE COMMUNITY

Rock Island County, Illinois is part of the Quad Cities Metropolitan Area of approximately 380,000 residents. Nestled along the Mississippi River on the Illinois/Iowa border between Chicago and Des Moines, the area is served by interstates I-80, I-88, I-74, I-280, several major state highways, and the Quad City International Airport.

Deere & Company is headquartered in Moline, Illinois, which is the largest city in Rock Island County. Deere & Company ranked No. 84 in the 2022 Fortune 500 list of the largest United States corporations. The Rock Island Arsenal, located on a 946-acre island in the Mississippi River, is an active U.S. Army facility and the largest government owned and operated arsenal in the country.

Rock Island County offers a wide range of recreational activities, from boating and fishing on the Mississippi to watching an arena football or hockey game at the Vibrant Arena at the Mark. The County offers art galleries and theatres, nightclubs and coffee shops, and restaurants of all flavors, as well as golf courses, river cruises, a casino, botanical center, marina, historic tours, bike paths, parks, and festivals.

With the Mighty Mississippi River to the north and west and the Rock River flowing through the center, Rock Island County offers a varied landscape ranging from rich agricultural fields to rolling bluffs. With its affordable housing costs, exceptional health care, quality schools, and a wide range of recreational activities and tourist attractions, it is no wonder Rock Island County is home to nearly 150,000 residents and thousands of visitors each year.





# THE ORGANIZATION

With 42 authorized positions and an annual budget of \$9.9 million, the Rock Island County Health Department (RICHD) strives to prevent disease, promote wellness of mind and body, protect public health, and prepare for community emergencies. Click here to view RICHD's 2022 Annual Report.

The department provides a full array of public services, including but not limited to Family Case Management, School Health Link, WIC Nutrition, Environmental Health Food Inspections, Vital Health (birth and death certificates), Emergency Preparedness, and Infectious Disease resources.

Family Case Management provides coordination of health and social services for eligible families with a pregnant woman or infant. This service program assist with the reduction of infant mortality by ensuring early and consistent pre-natal care for women throughout their pregnancy. FCM facilitates necessary early periodic screening diagnostic testing, and required immunizations for children. Families get help in finding an ongoing source of medical care and financial assistance. Families are connected to nutrition services, health education, transportation, mental health services, substance abuse treatment and other services they may need.

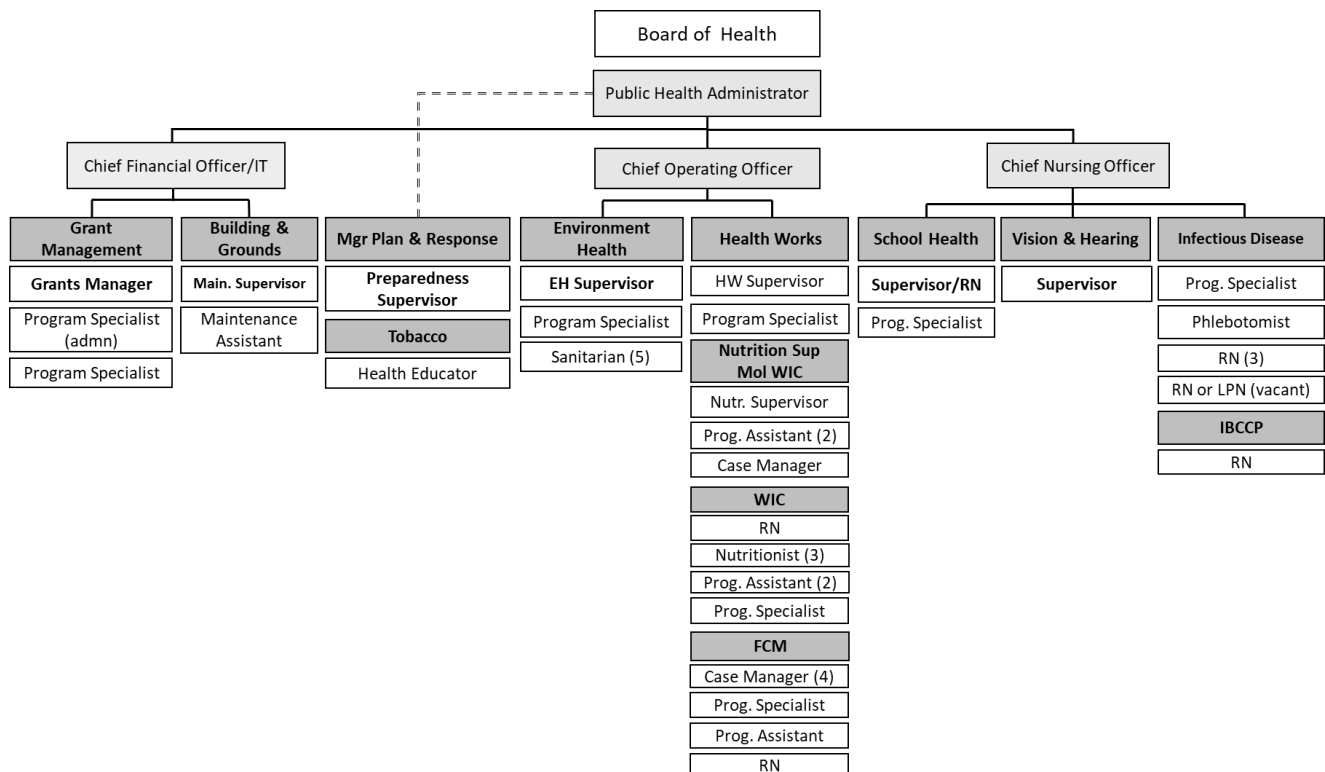
The Environmental Health Division inspects restaurants and grocery stores in all areas of the County that do not have a local health department. The cities of East Moline, Moline, and Rock Island each have their own health inspectors. Food inspections are performed in a variety of settings including but not limited to restaurants, taverns, grocery and convenient stores, schools, hospitals, and day cares.

The LINK is a comprehensive school linked health clinic with the ability to provide preventive medical care, acute medical care, and referrals. Services are for children and adolescents.

WIC provides babies and children a healthy start. This supplemental nutrition program provides information on healthy eating and breastfeeding, nutritious food, and referrals to health care and other services for income-eligible pregnant women, new mothers, infants, and children up to age 5.

The communicable disease program conducts investigative interviews with clients having or suspected of having reportable diseases. The program provides disease information and materials to professional clinicians, clients, international travelers, and the public.

Immigration and Naturalization - The Health Department is a Designated Civil Surgeon appointed by the United States Immigration and Naturalization Service. Health physicals and immunizations are provided for immigrants seeking U.S. residency.



# THE POSITION

Under the direction of the Rock Island County Board of Health, the Public Health Administrator plans and directs County-wide programs to address the core functions and essential services of public health in the community. The position develops, communicates, and implements a strategic vision for health in Rock Island County to prevent and respond to infectious diseases and environmental public health hazards and promote healthy living through assessment, policy development, and assurance.

## **Responsibilities of the position include:**

- Develops and communicates strategic vision for public health in Rock Island County; establishes appropriate goals and objectives to meet community needs; submits recommendations to the Rock Island County Board of Health.
- Secures and maintains community support for public health programs; identifies and analyzes community-wide health status indicators; evaluates service levels to ensure appropriate access and quality of health services in the community.
- Ensures appropriate processes are in place to assess, prioritize, and develop policies and procedures regarding public health issues.
- Provides leadership and supervision to department management and staff; manages staff directly and through subordinate supervisors; monitors and assesses department needs for education, professional development, and training.
- Guides department efforts related to accreditation/reaccreditation, performance management, quality improvement, and workforce development.
- Establishes and maintains effective working relationships with groups and organizations in the community and State-wide; serves on outside boards and committees to carry out the goals of collaboration and partnership throughout community and State; provides methods to disseminate public health information.
- Performs research to maintain knowledge of emerging public health trends and identify methods of innovation.
- Monitors activities to ensure administration of public health services and compliance with local, State, and Federal guidelines.
- Develops, presents, and administers a budget for the department; prepares and submits the annual operating budget; monitors delivery and financial impact of all grants and funding administered through the department.
- Serves as budget analyst for outside agencies and other County departments; monitors processes and results of budget decisions to ensure fiscal accountability; negotiates contracts and agreements with service providers and contract physicians.
- Coordinates appropriate disease surveillance methods throughout the community to diagnose and investigate communicable disease and environmental health hazards; ensures processes are in place to quickly address emergent epidemiological incidents.
- Coordinates after-hours coverage for public health emergencies and time-sensitive response by serving as the duty officer and performing on-call duties as required.
- Demonstrates the ability to exemplify, by his/her actions, the County PRIDE philosophy.
- Performs related duties as assigned.

## DESIRED CAPABILITIES

The ideal candidate is a confident, diplomatic, skilled professional with excellent communication skills who knows how to work with the Board of Health, County Board Members, employees throughout the organization and members of the community to achieve goals. They are also a mentor and team builder who understands how to provide stability for their staff, leads by example, and inspires a team of professionals in pursuit of unparalleled customer service and the RICHD vision of the future.

In addition, qualified candidates will possess knowledge of applicable local, State, and Federal laws, codes, regulations, and ordinances; budget development and administration practices and methods; and supervisory principles and practices. The ideal candidate will have thorough knowledge of public outreach methods, resources, and practices; common communicable disease and environmental health hazards; public health principles and practices; contract language and negotiation practices; Public Health Accreditation Board standards; and public health programs, services, and resources.

## COMPENSATION AND BENEFITS

The starting salary range for this position will be **\$110,000 – \$150,000** depending upon qualifications and experience. The organization also boasts a comprehensive benefits package, including self-funded health, dental and vision insurance, generous vacation, personal, sick leave, and paid holidays. Rock Island County participates in the Illinois Municipal Retirement Fund.

## EDUCATION AND EXPERIENCE

A Master's degree is required, preferably in Public Health, Health Administration, or similar, and seven (7) years of progressively responsible experience in public health, which includes experience in program management, developing and managing budgets; or an equivalent combination of education, training, and experience.





# APPLICATION AND SELECTION PROCESS

We invite qualified professionals to submit a cover letter and resume by visiting our website at:

<https://governmentjobs.com/careers/bakertilly>

This position is open until filled; however, first review of resumes occurs on **June 29, 2023**.

Following the first review date, we will evaluate all applications against the posted qualifications, and may extend invitations to submit additional information, including references, and a formal interview to a select few. For more information, please email [Patty.Heminover@bakertilly.com](mailto:Patty.Heminover@bakertilly.com) or call 651-223-3053.

For more information about Rock Island County Health Department, please visit: <https://richd.org/>

*Rock Island County is an Equal Opportunity Employer and values diversity in its workforce.*

