



Baker County Administrative Services ~ Personnel
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BAKER COUNTY JOB OPENING

DEPARTMENT: Health Department

POSITION: Public Health Director

Salary Range: 18

Step 1	Step 2	Step 3	Step 4	Step 5
\$5,503/mo.	\$5,778/mo.	\$6,070/mo.	\$6,379/mo.	\$6,693/mo.

Summary

This classification provides for the administration and management of the county’s Public Health Department. This classification has responsibilities for program administration, program monitoring and comprehensive planning. Duties specific to public health include organizing, directing and evaluating comprehensive preventative and primary health programs in the county.

Examples of Essential Job Duties:

- Prepares department budget; monitors fiscal expenditures and supervises and directs work performance of all departmental employees; maintains standards of efficiency; ensures compliance with Federal, State and local legal regulations; and has final approval on all new hires, transfers, promotions, layoffs and terminations.
- On a timely basis, informs County Commissioners of and assures compliance with state and/or county requirements for needs assessments, plan updates, fiscal and program reports, and special projects. Acts as an advocate for effective public health services.
- Plans, organizes, assigns, coordinates and reviews work of staff. Provides for development and training of staff.

Qualifications

Minimum: Masters Degree in public administration, public health, or related field and two years experience managing public health or community development programs OR bachelor’s degree in nursing, public health, environmental health or related field and five years progressively responsible work experience in a public health or community development position, which includes at least two years administrative experience OR a satisfactory equivalent combination of education, experience and training.

Preference: Specific knowledge or experience related to assigned department.

Special Requirements: Possession of or the ability to obtain and maintain a valid Oregon driver’s license within 90 days of hire date.

A complete job description and application is available upon request or online at: www.bakercountyor.gov

For additional information, contact Shelly Christensen in the Administrative Services office at 541-523-8209. Applications are available online and must be submitted to the Personnel office by 5:00 p.m. on the closing date.

POST DATE: February 27, 2024

CLOSING DATE: When filled. Applications will be reviewed periodically.