Job Title: HEALTH DEPARTMENT ADMINISTRATOR/Environmental Health Specialist (EHS) for Rush County, Indiana.

Administrator/EHS Reports to the Local County Health Officer, Board of Health and County Commissioners

Pay Grade: Full Time FLSA Status: Exempt

POSITION SUMMARY: As the agent for the local health officer, the Administrator leads the Health Department in carrying out its mission to promote and protect the health of Rush County, Indiana residents. The duties of the Administrator/EHS include, but are not limited to: plans and establishes Health Department programs and services, reviews all agency activities, works cooperatively with staff from various local and state agencies, ensures compliance with public health statutes and regulations, and performs complex professional and administrative work.

As the Environmental Health Specialist responsibilities include, but are not limited to: food safety, protection, inspection, and issuing food permits. Residential onsite sewage design, inspection, troubleshooting, and issuing permits. Swimming pool inspection, consumer complaint investigation, and any other duties assigned to prevent the transmission of disease and protect the health of the general public.

POSITION REQUIREMENTS: Education/Experience: High School Diploma or GED required. A college degree, experience in public health or administration, customer service background, or a related field from an accredited college or university is a plus! Equivalent combination of experience, education and training which provides the required knowledge base, skills, and abilities for this position will be accepted and further training offered. Strong leadership skills, excellent verbal or written communication ability, problem solving, and computer skill, with a passion for serving your community is a great start for this position.

Our other benefits include: comprehensive medical/dental/vision plans, Public Employee Retirement Fund, generous PTO and continuous training through CEU seminars.

Send letters of interest or resumes to: TPersonett@rushcounty.in.gov

Rush County is a drug free workplace. Pre-employment screening is required.