



MEMORANDUM

TO: City of Menasha Common Council
From: Peggy Steeno, ^{PS}Administrative Services Director
Date: April 7, 2014
RE: Public Health Director Recruitment Update

With the impending retirement of Public Health Director Nett in the middle of May, after twenty eight years of service, and the State of Wisconsin's rules for local health departments (including the requirement that the City have a 'qualified' director to maintain the City's Level III designation), the recruitment process to search for a new Public Health Director was initiated in early March.

As noted in the attached job posting for the position, applications were due back to the City this past Monday, March 31st, and are currently being reviewed.

The next step in the process will be to set-up interviews with the most qualified candidates. As is past practice, we are assembling an interview committee that will be best equipped to evaluate the candidates in order to make a hiring recommendation to the Mayor. It is anticipated that the interview committee will be made up of the following:

- City HR Representative,
- City Department Head,
- School District Representative,
- Board of Health Representative, and
- Health Officer from a nearby community.

In regard to the expected timeframe when the new Public Health Director will be on board, the goal is to make an offer and receive a commitment from a well-qualified candidate by the end of May, with a start date in early to mid summer.

In the interim, with Director Nett's last day being May 23rd, and the new Director not starting until after that date, the Mayor is required to appoint an Interim Public Health Director. To that end, we have been working with the State to ensure that we have the Interim Director approved and in place well before the deadline.

Please let me know if you have questions or would like additional information on this item.



PUBLIC HEALTH DIRECTOR

About the Position

The Public Health Director is responsible for the successful operation of the Health Department and the Senior Center, and is charged with planning, implementing, and administering public health, school health, City safety, and consumer protection programs. The Public Health Director oversees eight regular full-time employees, five health aides, various temporary employees, and a number of volunteers. This position reports to the Mayor.

Education

A Bachelors Degree from a four-year college or university and a Masters Degree in Nursing, Public Health, Public Administration, or related field is required; a nursing background is a plus. And, a positive track record of continuing involvement in professional development is expected.

Experience

Requires experience in public health administration and public health nursing supervision. Knowledge of and practical experience in the areas of: senior center operations, environmental health, grant writing, and/or safety programs is strongly desirable. Must demonstrate strong management skills.

Preferred experience includes a minimum of three (3) to five (5) years in the field of public health administration; preferably as a department director or as an assistant director in a public agency of similar size or larger in comparison to the City of Menasha.

Essential Job Duties

- Directs and administers the operations of the Health Department and the Senior Center.
- Plans, administers, supervises, and participates in public health nursing programs, environmental health/consumer protection programs, and the City's safety program.
- Coordinates and supervises Menasha Joint School District school health programs and school visits by nurses and other departmental staff.
- Selects, trains, and evaluates health professional and support staff, and maintains administrative records.
- Evaluates and interprets present and potential health needs of the community and updates the community health improvement plan as needed.
- Prepares, presents, and administers the annual budget for the Health Department, Senior Center, and City Safety programs.

- Prepares grant applications, monitors grant activities, completes and submits required budget, program and other grant related reporting.
- Responsible for all required internal and external reporting and statistical recordkeeping with regard to the Health Department, Senior Center, and City Safety programs.
- Plans and promotes special public health programs and activities such as mass flu and immunization clinics.

Compensation

	Minimum	Midpoint	Maximum
Annual Salary	\$72,500	\$80,500	\$88,600

Ideal Candidate

The Public Health Director will lead and be actively involved in operations of the Health Department, Senior Center, and City Safety Program. Encouraging strong communications and community outreach will be a priority to deliver streamlined, customer-focused processes that enhance efficiencies and deliver quality service. An individual who has vision, insight, and experience to see the broader picture in terms of the community is desired.

The ideal candidate will be an excellent communicator with the ability to establish and maintain effective working relationships with citizens, elected officials, employees, and local, state, and Federal agencies.

A municipal government professional who is able to develop a high performing team, motivate, mentor, and delegate effectively will be successful. The successful candidate must demonstrate strong leadership skills and be able to encourage departmental ownership and accountability as well as organizational collaboration. The ideal candidate should be skilled in strategic planning, policy, and decision-making, as well as organization development and performance management.

Send Resume, Cover Letter, and City application found on the link below:

http://www.cityofmenasha-wi.gov/content/departments/personnel/Employment_Opportunities.php