



GOVERNMENT OF

Monroe County
I N D I A N A

Home of Indiana University

NOTICE OF JOB OPENING

Department Name:	Health
Position Title:	Director of Public Health Preparedness
Position Summary:	Incumbent is responsible for supervising assigned staff, ensuring emergency response plans and protocols are up-to-date and in compliance with all local, state, and federal requirements, overseeing department technological needs, including but not limited to maintaining website, GIS related projects, assisting with conducting virtual meetings, providing external communications to the public regarding public health matters, and overseeing software systems. Collects and compiles data for department programs and provides detailed reports. Manages department databases and systems, including quality management software, program and grant management systems, electronic forms, and other online technological tools and resources.
Qualifications:	Baccalaureate Degree required in related fields of public health, public policy, health science, or nursing with related experience.
Salary:	Starting annual salary \$63,628 plus benefits Exempt; 40 hours; 8:00am-5:00pm., M-F; some evenings and weekends
Posted: Deadline for Application:	Application Deadline: December 30, 2024 Applicant review is Ongoing . This recruitment will remain Open Continuous . The hiring authority reserves the right to make a hiring decision and/or to close this recruitment at any time.
Submit Resume and References to:	Monroe County Health Department, via email to: lkelly@co.monroe.in.us or mail to: 119 West Seventh Street Bloomington, IN 47404

Monroe County and Circuit Court offices are open to the public Monday through Friday from 8:00 a.m. to 4:00 p.m., except holidays.

**Monroe County is an Equal Opportunity Employer
Federal Identification Number – 35-1732462**