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Job Specification

HEALTH OFFICER

DEFINITION:

Under direction, recommends local public health policies; plans, develops, coordinates, and directs the work program of a municipal health department or agency and directs the enforcement of public health within the municipality concerned; does related work as required.

EXAMPLES OF WORK:

Recommends to superiors the establishment of local health policies and programs.

Plans and directs the measures required to control and prevent communicable diseases.

Directs and coordinates the inspection, investigation, legal and other measures required to carry out the provisions of local and state health laws.

Supervises sanitation measures and inspections throughout the municipality.

Plans and directs the measures required to abate nuisances which may affect health and sanitation.

Ensures that an adequate program of child health service is provided.

Directs the placarding of homes wherein cases of communicable diseases are reported.

Maintains a current, accurate record of all diseases reported within the municipality.

Investigates and/or directs the investigation of contacts and contagious diseases.

As is provided for in the health ordinance, issues certain licenses and permits.

Inspects and/or supervises the inspection of food and drug establishments to assure compliance with the law.

Takes samples of mold for testing purposes.

Supervises the vital statistics registration work of the municipality.

Writes correspondence and prepares clear, sound, accurate, and informative statistical, and other reports containing findings, conclusions, and recommendations.

Supervises the establishment and maintenance of essential records and files.

May be required to learn to utilize various types of electronic and/or manual recording and information systems used by the agency, office, or related units.

REQUIREMENTS:

LICENSE:

Possession of a valid Health Officer License issued by the New Jersey Department of Health.

NOTE: Under certain circumstances, or upon request, eligibility may be restricted to qualified physicians only, who possess a valid Health Officer's License issued by the New Jersey Department of Health, or to individuals who possess a doctor or master degree in a health related field, such as medicine, osteopathy, veterinary medicine, public health, environmental science, health administration, social work, nursing, or health education and a valid New Jersey Health Officer's license.

LICENSE:

Appointees will be required to possess a driver's license valid in New Jersey only if the operation of a vehicle, rather than employee mobility, is necessary to perform the essential duties of the position.

KNOWLEDGES AND ABILITIES

Knowledge of federal, state, and local public health laws, rules, regulations, ordinances, policies, standards and procedures.

Knowledge of the local sanitary codes.

Knowledge of modern preventative diseases measures.

Knowledge of modern techniques of public health administration.

Knowledge of record maintenance for a modern public health program.

Ability to organize work, analyze problems, and develop effective work methods.

Ability to read and interpret laws, rules, regulations and provisions, and to apply them to specific situations.

Ability to recognize and identify contagious diseases.

Ability to ensure proper control actions of contagious diseases.

Ability to maintain and establish effective working relationships on health matters with citizens, physicians, and others.

Ability to give suitable instructions and assignments to employees and supervise the performance of their work.

Ability to make efficient and effective use of available funds, personnel, equipment, materials, supplies, and space.

Ability to prepare and supervise the preparation of clear, technically sound, accurate, and informative reports and correspondence containing findings, conclusions, and recommendations.

Ability to supervise the establishment and maintenance of essential records and files.

Ability to learn to utilize various types of electronic and/or manual recording and information systems used by the agency, office, or related units.

Ability to read, write, speak, understand, or communicate in English sufficiently to perform the duties of this position. American Sign Language or Braille may also be considered as acceptable forms of communication.

Persons with mental or physical disabilities are eligible as long as they can perform the essential functions of the job after reasonable accommodation is made to their known limitations. If the accommodation cannot be made because it would cause the employer undue hardship, such persons may not be eligible.

This job specification is applicable to the following title code:

Job Spec Code	Variant	State, Local or Common	Class of Service	Work Week	State Class Code	Local Class Code	Salary Range	Note
01988		L		N	N/A	29		-

This job specification is for **local** government use only.
Salary range is only applicable to state government.
Local salaries are established by individual local jurisdictions.

7/22/1993
