

## Putnam County Health Department Job Description

<b>Classification:</b>	Physician Director			<b>Position #</b>	PCHD-001
<b>Working Title:</b>	Health Officer				
<b>Division:</b>	Executive		<b>Reports to:</b>	Board of Health Department	
<b>Employment Status:</b>	Part time	<b>Spec. #</b>	9643(exempt)	<b>FLSA Status:</b>	Exempt
		<b>Pay Grade:</b>	99		

**Position Summary:** Appointed by the Putnam County Board of Health to serve as the Health Officer for the Putnam County Health Department. The Board of Health prescribes the terms and conditions of appointment in accordance with West Virginia law.

The health officer promotes and supports population health in Putnam Counties by providing leadership and public health expertise. This position promotes individual and population health by providing the essential services of public health within a variety of settings, ensures compliance with a broad range of local health regulations, procedures, policies and state code.

**Essential Duties:** Administer the provisions of public health laws, rules, regulations, ordinances, or orders as they pertain to the functions charged to the health officer and/or the local Board of Health. [WVC § 16-2-12, § 16-2-13]

Serves as the medical advisor to the community with respect to public health matters.

May serve as spokesperson and representative for the health department with news media and in public forums; represent the health department on public or private boards, committees, etc., which have bearing on public health. Act as a liaison between the health department and the community.

Performs public health emergency response duties as assigned and consistent with job classification and training provided, in response to threats to the public's health.

**Minimum Qualifications:** TRAINING: Graduation from an approved school of medicine or osteopathy as evidenced by a license to practice in the State of West Virginia.

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