City of Pleasantville
Job Announcement

Public Health Planner

Title	Department	Salary Range	Employment Status
Public Health Planner	Administration	$40,000 - $60,000	Full-Time w/Benefits

Under the direction of the health officer or other supervisory official in a local health department, uses modern health planning tools to collect and summarize relevant health information; identifies and integrates public health laws, regulations and policies into specific local health agency programs and activities; prepares policy options with expected outcomes and recommendations for the appropriate course of action; develops mechanisms to evaluate the effectiveness and quality of public health programs; does other related duties.

Examples of Work -The following examples or additional duties may be required:

- Develops, conducts and interprets the results of community health surveys to monitor and measure the health status at the local level.
- Implements community health planning tools to identify health issues.
- Trains health department staff and community partners to administer community health surveys to the public.
- Evaluates the effectiveness of public health programs.
- Prepares community health profiles to identify the community's health status and health resources.
- Conducts community health needs assessments using municipal, county, state and national health data.
- Analyzes community health assessment data to determine whether health indicator goals were achieved.
- Prepares charts, graphs and other visual displays of community health needs assessments.
  Develops a community health improvement plan to prioritize community health needs utilizing available community health services and financial resources.
- Researches and analyzes community health data using bio- statistical and epidemiological principles.
- Develops a community health assessment committee with representatives from the local health department, hospitals, community health agencies, Health Maintenance Organizations, and community residents.
- Interacts with public and private health professionals on the local, county and state levels and with professional health planning associations to discuss and exchange ideas on health planning.

- Establishes and maintains cooperative working relationships with those interested or involved in the work of the program.
- Assesses the public health system's capacity and ability to deliver public health services.
- Interprets public health laws and regulations.
- Prepares reports and correspondence.
- Establishes and maintains records and files.

REQUIREMENTS:

EDUCATION: Graduation from an accredited college or university with a Master's degree, recognized by the Commission on Higher Education, in Public Health, Business Administration or Public Administration.

EXPERIENCE: Two (2) years of experience in the collection and analysis of public health Information, including the planning and evaluation of public health plans.

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.

KNOWLEDGE AND ABILITIES:

Knowledge of public health principles.

Knowledge of public health problems.

Knowledge of the methods used to research, gather and analyze data.

Knowledge of the methods used to plan and conduct surveys, and interpret survey results.

Knowledge of the methods used to conduct needs assessments.

Ability to develop, conduct, and interpret the results of surveys.

Ability to evaluate the effectiveness of public health programs.

Ability to conduct health needs assessments and prepare improvement plans.

Ability to research, gather and analyze data.

Ability to interpret public laws and regulations.

Ability to establish and maintain cooperative working relationships with those interested or involved in the work of the program.

Ability to prepare reports and correspondence.

Ability to establish and maintain records and files.

Benefits Included:

Health Benefits (medical, prescription, dental, vision)
Pension
Flex Spending Plan
Deferred Compensation Plan
Supplemental Life Insurance
Supplemental Disability Insurance

The Americans with Disabilities Act of 1990 as amended prohibit employers from discriminating against any qualified person on the basis of disability. The City of Pleasantville makes reasonable accommodations during all aspects of the employment process, such as testing and interviews. The City of Pleasantville makes reasonable accommodations in the work environment to enable a person with a disability to perform the essential job functions and to participate equally with co-workers without disabilities. However, the City of Pleasantville can only make reasonable accommodations when it is aware of a disability. **IT IS UP TO YOU TO INFORM THE PROSPECTIVE EMPLOYER IF YOU NEED A REASONABLE ACCOMMODATION.** The employer may ask you for documentation to support your request for a reasonable accommodation.

The City of Pleasantville is an Equal Opportunity Employer

Applications are accepted until the position is filled