



# WARREN COUNTY HEALTH DISTRICT

416 South East Street – Lebanon, Ohio 45036

## EMPLOYMENT OPPORTUNITY

Posted 10/01/2025

**POSITION:** Health Commissioner

**AGENCY:** Warren County Health District

**DEPARTMENT:** Administration

**LOCATION:** 416 S. East Street, Lebanon, Ohio

**HOURS:** Flexible schedule 37.5 hours weekly

**PAY RANGE:** Paygrade 14 Overtime Exempt  
(Salary is at the discretion of the Board of Health)  
Includes Full WCHD Benefit Package

**POSTING PERIOD:** This notice is being posted for a period not less than seven (7) consecutive calendar days beginning Oct. 1, 2025, and until position is filled.

### **MINIMUM QUALIFICATIONS:**

Master's degree in public health, public health administration, or related field; minimum seven (7) years public health experience including program management; policy development; grant administration; and direct supervision.

### **Knowledge, Skills and Abilities:**

Knowledge in public health administration; public health practices; personnel administration and supervisory principles; emergency preparedness; accreditation; policy development; grant writing and grant management; budgets; program development; office practices and procedures. Proficiency with databases and data collection methodology, proficiency with use of PC & basic software, email, and office equipment. Strong ability to efficiently multi-task on a daily basis

### **Job Responsibilities:**

Oversees agency operations; coordinates with medical director, division directors, and other administrative staff to plan, develop, and evaluate aspects of agency operations related to public health in order to ensure enforcement of laws and regulations of programs, under the jurisdiction of the Board of Health; coordinates management of project plans such as Community Health Assessment, Community Health Improvement Plan, Health Equity and Planning, Access to care, and Accreditation; coordinates with fiscal director in preparation of budget and statistical reports; seeks new funding opportunities, writes grants; keeps public informed in regards to public health matters; attends monthly board meetings, conferences, and seminars as required. Serves as Secretary to the Warren County Board of Health.

### **TO MAKE APPLICATION:**

To apply please send resume to Tammy Cranmer, Administrative Officer, Warren County Health District, at [crantj@warrencohealthoh.gov](mailto:crantj@warrencohealthoh.gov)

Must be authorized to work in the United States. Warren County is an Equal Opportunity Employer. THIS POSITION IS SUBJECT TO A POST-OFFER DRUG SCREEN AND BACKGROUND CHECK (BCI).