

# Grant County, Indiana Job Description

## Position Title: Health Officer

**Department:** Health

**Reports To:** Grant County Health Board

**Pay Range:** \$44,000 to current Grant County Salary Ordinance

**Status:** Appointed, Part Time, Exempt

**Last Revised:** 10/01/2025

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### **Purpose of Position:**

The purpose of this exempt position is to comply with and enforce all local and state laws, rules, regulations and ordinances relating to the position. The Health Officer establishes services to protect and promote the health of Grant County citizens. There is no direct patient care as a part of this role.

### **Essential Duties and Responsibilities:**

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. This position may be asked to perform additional duties prescribed by the rules of the State Department and Local Board of Health.

- Enforces the health laws, ordinances, orders, rules, and regulations of the Grant County Board of Health and the Indiana Department of Health (State) and maintains comprehensive knowledge of such. (IC 16-20-1-19)
- Assure that adequate professional staff is employed to protect and promote the health of the citizenry.
- Responsible for regular supervision and evaluation of Department Division Heads.
- Collects, records, and reports to State the vital statistics for Grant County; the Health Officer shall be the registrar of births and deaths. (IC 16-20-1-17). May employ a vital records registrar.
- Establishes programs, policies and procedures in accordance with the Communicable Disease Reporting Rule for disease prevention and control. (IC 16-41-2, 410 IAC 1-2.3)
- Directs and supervises staff in carrying out Environmental Health programs including residential sewage systems and food establishments. (IC 16-42, 410 IAC 7-24, 410 IAC 6-8-3)
- Orders schools and churches closed and forbids public gatherings when considered necessary to prevent and stop epidemics, according to state laws and rules. (IC 16-20-1-24)
- Provide the local board of health with information and expertise concerning health issues.
- Responsible for knowing about laws governing signature of vouchers, certificates, etc. and have responsibility for signing these documents. May designate signing of document to Health Department administrator.
- Keeps full and permanent records of the work of the Department and minutes of the Board meetings; holds the office of Board secretary. (IC 16-20-1-10). May appoint a staff member.

- Develops and recommends an annual budget to the Board and the County Council; administers the budget upon approval. (IC 16-20-1-5). May designate Health Department administrator for this responsibility.
- Represents the Board and the Department at meetings of the State when requested for consultation concerning any matter of public health. (IC 16-20-1-13)
- Authority to enforce orders by action in a circuit or superior court, which the court can enforce by injunctions
- Serves as an advocate for public health in the entire jurisdiction
- The health officer does not provide patient care. In the course of oversight of the department, no patient care is provided.
- Carries out all duties as required by IC 16-20-1 and other applicable laws.

**Non-Essential Functions:**

- Provides consultation to physicians and other health professionals and agencies.
- Communicates with local, area, and state health planning organizations.
- Represents the Department in meetings with physicians, state health agencies, and other health and human services professionals.
- Performs related duties as required or other duties as assigned.

**Education & Qualification Requirements:**

- Licensed as a physician; must hold unlimited license to practice medicine in Indiana.
- Must be a citizen of the United States (IC 16-20-4-20)
- Serves as designated officer under state law. (IC 16-20-1-19, IC 16-20-1-26)
- Knowledgeable of public health and issues relevant to the community.
- Available and committed to assisting the Department staff when needed for the good of the community.
- Valid Indiana Driver's License and a serviceable, insured automobile for full time business use.
- Ability to supervise and direct staff activities consistent with health laws and department objectives.
- Ability to gain support of medical, professional, governmental, and other agencies necessary to develop needed community health services.

**Responsibility:**

Performs work that is broad in scope and requires the frequent consideration of complex variables to accomplish Department goals and ensure the proper enforcement of public health laws and regulations. Independent judgment and initiative are required in the planning and implementation of programs and the interpretation of guidelines.

**Working Relationships:**

Maintains contact with the Board, Department staff, representatives of other official agencies and members of the general public for the purpose of enforcing applicable laws and regulations, implementing policies, coordinating activities, providing public health services, and gaining cooperation in situations of potential difference of opinions or controversy.