



CITY OF KENT JOB DESCRIPTION

HEALTH COMMISSIONER

Department: Health
Exempt, Unclassified

Reports to: Kent Board of Health
Updated: April 2026

RESPONSIBILITIES

The Health Commissioner is hired by, and is responsible to, the Kent Board of Health which serves as the Kent City Health Department (KCHD) governing body. The Health Commissioner directs the daily operations of the KCHD and supervises support staff. The Health Commissioner is responsible for planning, organizing, leading and managing the Health Department staff in the administration of programs and services covering a range of preventive health modalities, providing environmental health control and inspection services, coordinating area health services, managing contracted functions, serving as incident commander in a public health emergency, and such other related tasks as required for the Kent Board of Health's jurisdiction.

TYPICAL TASKS

- Supervises the Health Department and department staff to ensure that programs are effectively developed and implemented, and City personnel, budgetary and administrative rules, regulations and requirements are followed.
- Maintains and manages vital statistics for Portage County and collects and maintains such other records and information as are necessary for the function of a Health Department as defined by the Ohio Revised Code.
- Develops and implements procedures as necessary for proper inspection and surveillance of the jurisdiction to be used by departmental sanitarians and inspectors.
- Develops and implements performance measurement and evaluation strategies; facilitates strategic and tactical assessment and planning; facilitates empowerment of staff and community partners to take action; generates progressive ideas and approaches to solving public problems.
- Cooperates and collaborates with City departments and related public agencies in maintaining and enforcing community health and sanitation standards.
- Supervises and works with sanitarians and inspectors on inspection tours of public facilities, schools, restaurants, industries and other related areas and facilities.
- Develops, reports, and documents findings of inspections.
- Acts on inspection findings to resolve violations and improve public health.
- Supervises federal, state and local environmental pollution control projects.
- Issues notices of violations and may appear in court when necessary.
- Acts as secretary of the Board of Health.
- Meets with Board of Health President to plan monthly Board meetings.
- Submits annual upcoming plans and goals to Board of Health for approval.
- Submits annual accomplishments and job performance to the Board of Health.
- Prepares and presents departmental budget and other such documents as necessary.
- Performs such other professional duties as are required by state and local statute and deemed necessary by the Board of Health for the provision of public health within the jurisdiction.
- Designs, implements, and monitors department accreditation activities.

NECESSARY KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of federal, state, and local statutes pertaining to public health standards.
- Knowledge and experience of modern methods and techniques of inspection and enforcement.
- Ability to collect, interpret, and report health and vital statistical data.
- Knowledge of laboratory equipment and use, for inspection and proper operations.
- Knowledge of epidemiological and nursing services, for interpretation and reporting of operations.
- Knowledge of office procedures, management, and operations, including the use of software and on-line management resources (e.g., Microsoft Office, Healthnet, etc.).
- Ability to supervise, plan and organize office operations and efforts.
- Ability to interact with City staff, KCHD constituents, such as the general public, KCHD staff, and colleagues, in a pleasant and professional manner, generating a positive and productive work environment.
- Ability to interpret and enforce laws pertaining to public health.
- Ability to speak in public at meetings or in educational situations.
- Ability to professionally represent the KCHD and the City of Kent at meetings and events.
- Ability to develop and present clear and concise reports.
- Knowledge of basic laboratory tests, their output, and output analysis.
- Knowledge of the national incident management (incident command) system and its use in public health emergencies.

REQUIRED EDUCATION, TRAINING, AND EXPERIENCE

As outlined in Ohio Revised Code section 3709.11, the person appointed as Commissioner shall be one of the following: a licensed physician; a person who is licensed as a certified nurse-midwife, clinical nurse specialist, or certified nurse practitioner and who specializes in public health; a licensed dentist; a licensed veterinarian; a licensed podiatrist; a licensed chiropractor; or the holder of a master's degree in public health or an equivalent master's degree in a related health field as determined by the members of the board of health in a general health district. Notice of such appointment shall be filed with the director of health.

Minimum of five (5) years of senior management and supervisory experience in a public health or related is required.

National Incident Management System (NIMS)/Incident Command System (ICS) certifications (100, 200, 300, 400, and 700) required within six months of appointment.

SPECIAL REQUIREMENTS

The Health Commissioner must be in possession of a valid State of Ohio driver's license; must have a good driving record at the time of hire and be able to maintain such good record as outlined in the City of Kent's Motor Vehicle Safety and Usage Policy.

ESSENTIAL FUNCTIONS

1. Able to communicate with staff, colleagues, and the public in a friendly and professional manner.
2. Must have knowledge of City and State regulations to communicate and answer questions from staff, colleagues, businesses, landlords and tenants.
3. Manage weekend inspections on Temporary Food Operations licensed by department, and mobile food carts that operate at night.
4. Manage inspections and licenses of tattoo and piercing establishments.
5. Manage the monitoring of high litter areas on weekends and issuance of citations.

6. Manage inspections and licensing of Solid Waste Hauling Trucks that operate in the City.
7. Review daily animal bite reports and follow-up for rabies.
8. Review any smoking complaints received in Kent and investigate.
9. Review communicable disease reports and follow up with epidemiology and/or nursing, as appropriate.
10. Maintain proficiency in disaster and emergency preparedness as part of first responder team for planning and handling outbreaks or threats to the public health.
11. Attend City Manager staff meetings as part of senior staff and as an effective team member in the City of Kent.
12. Build, lead, and manage an effective and diverse team dedicated to the KCHD mission and with the requisite skills to be successful in their work.
13. Ensure the organization is resting on a fiscally sound foundation and that relevant parties are informed about fiscal status and that fiscal information is communicated in a manner accessible to all.
14. Manage and seek opportunities to secure continued growth through new sources of revenue and grants to support ongoing and expanding programs.
15. Conduct administrative duties such as payroll, interdepartmental communications, review legal actions with Law Department, review reports on pretreatment from the Water Reclamation Lab, and other department administrative duties such as budget preparation, and contracts with providers of social services and programs.
16. Review school inspection reports, do appropriate follow-up, send quarterly product recall lists to schools.
17. Submit, manage, and provide deliverables for external funding (grants) to meet annual KCHD goals and objectives.
18. Duties as required by the Ohio Revised Code and section 3709.11.
19. Must be willing to take on additional duties as assigned.

The duties listed above are intended as illustrations of the types of work that may be performed. The omission of specific job duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment contract and is subject to change as the needs of the employer and requirements of the job change.

The City of Kent provides equal employment opportunities and does not unlawfully discriminate on the basis of age, race, color, religion, sex, national origin, ancestry, military status, familial status, disability, gender identity, or sexual orientation in all employment practices in accordance with applicable federal, state and local laws.