

# VILLAGE OF SKOKIE EMPLOYMENT OPPORTUNITIES

Medical Insurance	Vacation & Sick Leave
Dental Insurance	Credit Union
IMRF Retirement Benefits	Deferred Compensation Plan
Social Security Retirement Benefits	Group Life Insurance

## Notice of Accepting Applications for the Position of:

### **PUBLIC HEALTH PROGRAM COORDINATOR / ANALYST** Health & Human Services Department

Annual Salary Range:

The annual salary range for this position is \$68,858 - \$87,882. The starting salary range is \$68,858 - \$75,916, depending on qualifications.

Brief Description of Duties:

Under general direction from the Department Director, this position plays a key leadership role in community health efforts required for the assessment, planning, development, and implementation of the Village's health and human services programs; Assists the Dept. Director and provides direction to the Community Health Supervisor and Environmental Health Supervisor with preparing the annual budget, including analysis, preparation, and monitoring; Provides the Director with monthly expenditure reports; Coordinates the State of Illinois IPLAN recertification and manages the successful implementation of identified IPLAN priorities, strategies, and objectives; Maintains a productive working relationship with community health partners; Prepares systematic statistical analyses of all Dept. programs, in cooperation with the Director and Supervisors; Serves as grant coordinator, actively seeks new sources of grant funding and prepares grant applications; Prepares operational and other ad hoc reports, as needed; Performs other work-related duties, as assigned.

Required Training and Knowledge:

Bachelor's degree, majoring in Public Health or Public Administration; Master's degree preferred; 1 - 2 years professional experience in public health planning and the development, administration, and evaluation of grants or grant-funded programs, budget development and analysis, and planning or research in a program area directly related to public health or public administration; Must possess excellent oral/written communication skills and interpersonal skills; Ability to work independently, while effectively managing and prioritizing multiple projects in a team setting; Demonstrated proficiency in using Microsoft Office Suite applications. Valid Driver's License required.

Application Process:

To be considered for this position, please submit a Letter of Interest and resumé, including five professional references, by December 15, 2023 to: Village of Skokie Human Resources Office, 5127 Oakton St., Skokie, IL 60077, or by email to [Human.Resources@skokie.org](mailto:Human.Resources@skokie.org). Faxes not accepted.

**APPLICATION DEADLINE: December 15, 2023**

**The Village of Skokie is an Equal Opportunity Employer**

Revised: November 2023

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**JOB IDENTIFICATION**

Position Title:	PUBLIC HEALTH PROGRAM COORDINATOR/ANALYST
Salary Range:	A 210
FLSA:	Exempt
Department:	Health & Human Services
Division:	Administration
Reports to:	Health & Human Services Director
Supervises:	None

**JOB PURPOSE**

Under general direction from the Director of Health and Human Services, plays a key leadership role in community health efforts required for the assessment, planning, development, and implementation of the health and human services community health assessment plan and programs, including budgeting, grant management, and a wide variety of complex, analytical, financial management tasks, and special project coordination. Work is performed under general direction and requires initiative and sound independent judgment.

**ESSENTIAL JOB FUNCTIONS**

- Assist the Director of Health and Human Services and provide direction to the Community Health Supervisor and Environmental Health Supervisor with preparing the annual budget, including analysis, preparation, and monitoring. Provide the Director with monthly reports detailing expenditures by line item.
- Coordinate State of Illinois IPLAN re-certification every five years and manage the successful implementation of identified IPLAN priorities and associated strategies, goals and objectives.
- Manage, facilitate and provide leadership for Health and Human Services' initiatives pertaining to health disparities including maintaining a working relationship with community health partners and attending working groups on behalf of the Health and Human Services Department.
- Prepare regular, systematic statistical analyses of all departmental programs in cooperation with the Director of Health and Human Services, Community Health Supervisor and Environmental Health Supervisor.

- Actively seek new sources of grant funding and prepare grant applications. Serve as Grant Coordinator for grants secured through the Department, ensuring that reimbursement requests are submitted and paid, required reports are submitted, and grant deliverables are completed on time.
- Provide the Director of Health and Human Services with a monthly Department grant summary report, including deliverables, deadlines and expenditures by grant.
- Involves extensive research, analysis, and presentation of written reports.

### ***OTHER RESPONSIBILITIES***

- Staff IPLAN committee meetings, prepares minutes, and handles correspondence.
- Prepares operational and other ad hoc reports as needed or requested.
- Completes tasks and assignments associated with administrative support functions, at the request of the Director of Health and Human Services.
- Attends Board of Health and Village Board meetings as required.
- Performs other duties as assigned.

### ***KNOWLEDGE / SKILLS / ABILITIES***

- Must have excellent oral/written communication skills.
- Good knowledge of the principles and practices of community health planning and program management.
- Excellent interpersonal skills and ability to work well on multidisciplinary teams.
- Proficient in Microsoft Word, Excel, PowerPoint and database computer applications.
- Principles, methods and practices of municipal budgeting and finance.
- Organize data in clear, understandable formats including graphs, charts, and memorandums.
- Establishes and maintains organized, accessible and current systems in accordance with applicable standards, policies and procedures.
- Ability to effectively manage and prioritize multiple projects and to effectively function in a team environment.
- Ability to follow all safety rules and regulations of the Village.

### ***EDUCATION / TRAINING / EXPERIENCE***

- Bachelor's degree with major course work in Public Health or Public Administration required. Master's degree preferred.
- One to two years of professional experience in public health project planning and the development, administration, and evaluation of grant or grant-funded programs; budget development and analysis; and planning or research, in a program area directly related to public health or public administration.

### ***OTHER NECESSARY REQUIREMENTS / LICENSES***

- Valid driver's license.

### ***PHYSICAL AND ENVIRONMENTAL CONDITIONS***

The functions of this position are representative of sedentary work with occasional exertion of 20 pounds of force. The work is regularly in an indoor environment, in an office setting that is quiet except for office equipment background noises. Subject to frequent interruptions by telephone callers and walk-in visitors. Employee may be required to visit other Village office locations as well as other public/private sites throughout Skokie.

While performing the duties of this position, the employee is constantly required to sit, talk, listen, hear the normal range of sounds, read written reports, use hands to operate essential office equipment including computer/typewriter keyboard, telephone, etc. Visual acuity is important. The employee is frequently required to stand and periodically move to other locations within the building.

## Edward Stare

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**From:** Michael Charley  
**Sent:** Thursday, November 9, 2023 9:45 AM  
**To:** Debra Stinson  
**Cc:** Edward Stare  
**Subject:** Request for Authorization to fill Vacancy - PH Program Coordinator/Analyst attached  
**Attachments:** Request to Fill Vacancy - PH Program Coordinator-Analyst - Package.pdf

Hi Debra,

Attached is a Request for Authorization to Fill Vacancy form for the Public Health Program Coordinator/Analyst position. Included in the attached package are:

- Request for Authorization to Fill Vacancy form
- Memo with my recommendation to increase the salary grade from A201 to A210
  - Corresponding email that I had sent to John on Tuesday November 7, 2023
- Job Description - Public Health Program Coordinator/Analyst \*Ed would you please note that doc #615494 is the most updated job description for this position. If you'd like to resave this document as a new document, so that I no longer have access to modify the document, feel free to do so, but please provide to me the new doc # and copy of the job description for my records.

In general, I'd be very happy in posting this position ASAP. We'll need to get John's approval to increase the pay grade first however.

Thanks, Mike

### **Mike Charley**

Director of Health and Human Services  
Village of Skokie  
847/933-8252  
[mike.charley@skokie.org](mailto:mike.charley@skokie.org)

