

**CITY OF ASHTABULA
POSITION AVAILABLE
HEALTH COMMISSIONER
ASHTABULA CITY HEALTH DEPARTMENT**

The City of Ashtabula is seeking applications for the position of Health Commissioner in the Ashtabula City Health Department.

Interested persons may apply for this position by filing a written application with Ohio Means Jobs located at 2924 Donahoe Drive, Ashtabula, OH, 44004 until the position is filled.

Qualified individuals may apply for the position of Health Commissioner at Ohio Means Jobs located at 2924 Donahoe Drive, Ashtabula, OH 44004, until filled. Applications and resumes can be emailed to Kelli Jones at kjones@cityofashtabula.com All applicants must pass a pre-employment drug screen, and background check. A copy of the job description and requirements are available upon request of application.

The City of Ashtabula is an Equal Opportunity Employer.

By Order of:

James Timonere
Ashtabula City Manager

Publish: October 17, 2025; and October 24, 2025

Please send billing and proof of publication to:

City of Ashtabula
c/o Finance Director
4250 Lake Avenue
Ashtabula, OH 44004



Ashtabula City Health Department Competency-Based Job Description

GENERAL INFORMATION:

POSITION TITLE:	Health Commissioner
WORKING JOB TITLE:	Health Commissioner
DIVISION:	Administration
DATE JOB DESCRIPTION CREATED:	05.27.25
REVISION DATES AND BOARD OF HEALTH APPROVAL:	04.21.97, 04.19.17, 02.21.18, 01.16.19, 04.20.22, 01.18.23, 02.21.24, 09.24.25
EMPLOYMENT STATUS:	Employee of the Ashtabula City Health Department. Salary and hours are determined by the Ashtabula City Board of Health
UNION CLASSIFICATION:	Non-Union Employee

REPORTING STRUCTURE:

Title of Immediate Supervisor:	Ashtabula City Board of Health
Title of any others this position reports to:	Ashtabula City Manager
Titles of those who directly report to this position:	Environmental Health Director, Nursing Director and Registrar/Administrative Assistant

POSITION DESCRIPTION: The Health Commissioner is the Chief Executive Officer of the Health Department. The Health Commissioner works under the direction of the Ashtabula City Board of Health and work is performed under Board of Health approved policies and guidelines. This position manages the overall day-to-day operations and personnel of the Health Department to ensure the successful achievement of the department's mission, vision and strategic goals. The Health Commissioner collaborates with local, state, and federal officials, healthcare providers, and community organizations to address health challenges with a goal to improve outcomes. The Health Commissioner leads efforts to control and prevent disease outbreaks, ensure the safety of food and water, and promote healthy lifestyles through education and outreach. By analyzing health data and trends, they formulate strategies to address pressing health concerns such as chronic diseases, environmental hazards, and inequities in healthcare access. The Health Commissioner advocates resources and funding to support public health initiatives and build partnerships. The Health Commissioner promotes and supports population health in Ashtabula City by providing senior management, leadership and public health expertise. The Health Commissioner provides mentoring, supervision and technical assistance to all staff.

ESSENTIAL FUNCTIONS:

- Serves as the Secretary and Executive Officer of the Board of Health, including providing monthly reports.
- Creates, executes and benchmarks the ACHD's vision, mission and strategic plan as set by the Board. Promotes the agency to internal and external stakeholders
- Enforces public health laws of the State of Ohio and regulations of the Ashtabula City Board of Health
- Advocates and mobilizes support among the public and policy makers for policy changes that improve public health
- Department Public Information Officer – serving as the primary media spokesperson on public health topics and identifies other subject matter experts for that role if appropriate for a particular topic
- Assists Public Health Nursing Director, Registrar and Environmental Health Director in developing, implementing and evaluating their programs
- Responsible for fiscal operations of the department, including preparation of annual budget and all financial reports requested by the Ohio Department of Health
- Leads by example with regular and predictable attendance
- Ensures compliance with City's record retention policy and assures confidentiality for all medical records by serving as the HIPAA Privacy Officer
- Attends the Combined Public Health Spring Conference and the Association of Ohio Health Commissioners Fall Conference annually to meet the requirements for state subsidy and Ohio Revised Code
- Make recommendations to the Board of Health to include hiring and firing of personnel, salary schedules and other personnel matters.
- Assist the Nursing Division, Environmental Health Division and Vital Statistics Division with interagency coordination of services.
- Participate with emergency response/preparedness planning and training. National Incident Management System (NIMS) training/Incident Command System (ICS) 100, 200, 700 and 800 training completed within six months of employment.
- Collaborates in the development of and contributes to individual, team and departmental quality improvement, performance management and evaluation activities
- Collaborates in the county community health assessment and health improvement planning and intervention activities
- Will be available for emergencies including possible disease outbreaks or other types of health threats on a 24/7 basis
- Maintains ACHD's accreditation status and conformity to the Public Health Accreditation Board (PHAB) standards and measures
- Participates in the Health Alert Network in receiving and providing health alert information to and from major stakeholders

OTHER DUTIES AND RESPONSIBILITIES:

- Performs other duties as assigned by the Board of Health

PREFERRED AND REQUIRED PROFESSIONAL QUALIFICATIONS:

- MSN preferred, a minimum of a bachelor's degree in nursing or Equivalent
- Ohio Board of Nursing Licensure (RN minimum) or a degree in a medical or public health related field as determined by the Board of Health
- Experience should include 2 years in public health and 2 years in supervision/management

- Must have a car available during working hours with valid OH Driver's License
- Must have a current CPR certification
- Proficiency with the use of PC, hardware and software
- Expert customer service, verbal and written communication skills and presentation skills

CORE ORGANIZATIONAL COMPETENCIES: In addition to all the department's core competencies the Health Commissioner shall:

- Assure the Ashtabula City Health Department conducts organizational strategic planning and monitors progress toward strategic goals
- Assure the Ashtabula City Health Department participates in or leads ongoing community health assessments and planning in partnership with other community stakeholders, e.g., hospitals and other health departments
- Identify and pursue funding from public and private foundation sources to address public health priorities identified through organizational strategic planning and community health assessments
- Serve on boards and committees of other community organizations to assure the Ashtabula City Health Department is fully integrated into the local public health system
- Oversee the Quality Improvement Committee and champions QI processes throughout the organization
- Serve on the Ashtabula County Child Fatality Review Board; assists with the Review Board's statutory reporting requirements and communicates its findings to the community
- Educate local, state and federal legislators and policymakers about funding and policy changes needed to address current and emerging public health problems
- Serve as primary media spokesperson for the organization on public health topics or identifies other subject matter experts for that role if appropriate for a particular topic
- Lead organizational efforts to achieve and maintain local health department accreditation from the Public Health Accreditation Board
- Coach and support staff to help them achieve organizational and personal improvement goals and identify measures of success; create and promote leadership development and succession planning opportunities for managers and staff
- Communicate regularly and frequently with Board of Health members, staff, external stakeholders and the public through in-person meetings, community forums, email, newsletters and written reports about trends and events of importance to the organization and the public
- Actively involve herself/himself in peer professional organizations (i.e. Association of Ohio Health Commissioners)
- Assess job performance of staff on an annual basis or more frequently if necessary and identifies opportunities for individual performance improvement
- Draft and review local public health regulations which address emerging public health problems for adoption by the Board of Health
- Convene administrative hearings with individuals and business entities subject to enforcement action to resolve complaints and avoid escalated enforcement action or court action
- Assure regulatory staff meet with the regulated community to obtain feedback about how to improve policies and decision making (i.e. health district licensing council)
- Review hiring/firing recommendations from managers and makes hiring recommendations to the Board of Health

- Seek opportunities to increase workforce diversity through strategies contained in the organization's affirmative action plan
- Organize new community collaborations, coalitions and initiatives to address emerging public health issues
- Promote the Organizational Code of Ethics by encouraging board members, and staff to bring ethical questions to the Board of Health for timely discussion and recommendation

JOB SPECIFIC COMPETENCIES:

Description of each competency can be found at:

http://www.phf.org/programs/corecompetencies/Pages/Core_Public_Health_Competencies_Tools.aspx

- Data Analytics/Assessment Skills: tier 3 sub-competencies
- Policy Development/Program Planning Skills: tier 3 sub-competencies
- Communication Skills: tier 3 sub-competencies
- Health Equity Skills: tier 3 sub-competencies
- Community Partnership Skills: tier 3 sub-competencies
- Public Health Science Skills: tier 3 sub-competencies
- Management and Finance Skills: tier 3 sub-competencies
- Leadership and Systems Thinking Skills: tier 3 sub-competencies

Equal Employment Opportunity

It is the policy of ACHD to provide equal opportunity in employment to all employees and applicants for employment. No person shall be discriminated against employment because of race, religion, color, sex, age, national origin, Veteran status, disability or previous involvement with alcohol, drugs, and mental illness, or imprisonment. ACHD fully supports the hiring and employment of individuals with physical or mental disabilities who meet the job qualifications, so long as the individual is able to perform the essential duties of the position with or without reasonable accommodation.

PHYSICAL WORK ENVIRONMENT:

Primary work and job location: 4239 Lake Ave., Ashtabula, OH 44004. The position may require travel and overnight stays for off-site clinics or meetings. Physical activity may include climbing, reaching, standing, walking, pushing, pulling, lifting, grasping, feeling, talking, hearing, carrying, kneeling, stooping and repetitive motions. Physical requirements: sedentary/light. Visual activity: close to the eyes, at or within arm's reach, beyond arm's reach. Other job activities: employees work mostly inside with protection from weather conditions and can be in clinical conditions where they may come in contact with blood-borne pathogens, body fluids and on very rare occasions animals/animal borne diseases and vector borne diseases. Employees may occasionally work in unsanitary conditions or outdoors during inclement weather. Employees are required to wear appropriate personal protective equipment (PPE) when needed. Outdoor job activities may be required, and weather appropriate gear must be worn.

My signature below signifies that I have reviewed the contents of my Job Description/Expectations and that I am aware of the requirements of my position.

Reviewed and agreed to by: _____ Date: _____

(Employee)



City of Ashtabula

4250 Lake Avenue
Ashtabula, Ohio 44004

APPLICATION FOR EMPLOYMENT (PLEASE PRINT CLEARLY IN INK)

The City of Ashtabula is an equal opportunity employer and affords equal opportunity to all applicants for all positions without regard to race, color, religion, national origin, age, disability, veteran status or any other status protected under local, state or federal laws.

NAME (Last)	(First)	(Middle)	Date
ADDRESS	CITY	STATE	ZIP CODE
TELEPHONE NUMBER	EMAIL ADDRESS		
POSITION APPLIED FOR			
ARE YOU LEGALLY ELIGIBLE TO WORK IN THE UNITED STATES? YES _____ NO _____ (Proof of eligibility will be required upon offer of employment.)			
ARE YOU OVER THE AGE OF 18 YEARS? YES _____ NO _____ (If no, you may be required to provide authorization.)			
CAN YOU WITH OR WITHOUT REASONABLE ACCOMODATION TO PERFORM THE ESSENTIAL FUNCTIONS OF THIS JOB? (If you have any questions about the functions of the job, please ask the interviewer before answering this question.) YES _____ NO _____			
HAVE YOU EVER WORKED FOR THE CITY OF ASHTABULA? YES _____ NO _____			
IF YES, WHEN? FROM _____ TO _____		WHERE? _____	
CLASSIFICATION: _____			
DO YOU CURRENTLY HAVE A VALID COMMERCIAL DRIVER'S LICENSE (CDL)? YES _____ NO _____ IF YES, WHAT CLASS? _____ EXPIRES _____			
HAVE YOU BEEN CONVICTED OF ANY MOVING VIOLATIONS IN THE PAST FIVE YEARS? YES _____ NO _____ IF YES, PLEASE EXPLAIN: _____			
IS ANYONE RELATED TO YOU EMPLOYED WITH THE CITY OF ASHTABULA? YES _____ NO _____ IF YES, PLEASE GIVE THEIR NAME AND RELATIONSHIP TO YOU: _____			
WHAT SALARY OR RATE OF PAY DO YOU EXPECT TO RECEIVE IF EMPLOYED? \$ _____ PER _____			
ON WHAT DATE WOULD YOU BE AVAILABLE TO BEGIN WORK? _____			
HOW DID YOU HEAR ABOUT US? _____			

EDUCATION

SCHOOLS	NAME AND LOCATION	# YEARS COMPLETED	COURSE OF STUDY OR MAJOR	DIPLOMA OR DEGREE	AVERAGE GRADES
ELEMENTARY					
JR. HIGH SCHOOL					
HIGH SCHOOL					
COLLEGE					
VOCATIONAL SCHOOL					
GRADUATE SCHOOL					

DO YOU HAVE A HIGH SCHOOL DIPLOMA OR G.E.D.? YES _____ NO _____

PLEASE LIST ANY ACADEMIC HONORS, SCHOLARSHIPS, OFFICES HELD, ETC. (Do not list any which reflect your race, color, religion, gender, national origin, age, disabilities or veteran status.)

DESCRIBE ANY SPECIALIZED TRAINING, APPRENTICESHIPS, LICENSES OR SKILLS. _____

HAVE YOU RECEIVED ANY JOB-RELATED TRAINING IN THE UNITED STATES MILITARY? YES _____ NO _____
PLEASE GIVE DATES AND EXPLANATION: _____

EMPLOYMENT HISTORY

HOW MANY EMPLOYERS HAVE YOU HAD INCLUDING YOUR CURRENT EMPLOYMENT? _____

HAVE YOU EVER BEEN FIRED OR ASKED TO RESIGN FROM A JOB? YES _____ NO _____

IF YES, PLEASE EXPLAIN. _____

EMPLOYMENT HISTORY (Begin with current or most recent employer. Do not exclude any employment. Include any applicable temporary employment. Attach another sheet if necessary. Previous salaries or wages will not be used to determine compensation at the City of Ashtabula.)

1. FROM: Month/year	TO: Month/year	JOB TITLE: 	SUPERVISOR'S NAME AND TITLE 	SALARY: START \$ _____ END \$ _____
COMPANY NAME ADDRESS AND PHONE: 			REASON FOR LEAVING: 	
DESCRIPTION OF DUTIES: 				
2. FROM: Month/year	TO: Month/year	JOB TITLE: 	SUPERVISOR'S NAME AND TITLE 	SALARY: START \$ _____ END \$ _____
COMPANY NAME ADDRESS AND PHONE: 			REASON FOR LEAVING: 	
DESCRIPTION OF DUTIES: 				
3. FROM: Month/year	TO: Month/year	JOB TITLE: 	SUPERVISOR'S NAME AND TITLE 	SALARY: START \$ _____ END \$ _____
COMPANY NAME ADDRESS AND PHONE: 			REASON FOR LEAVING: 	
DESCRIPTION OF DUTIES: 				

PLEASE PROVIDE ANY OTHER INFORMATION YOU FEEL WILL HELP US IN CONSIDERING YOUR APPLICATION FOR EMPLOYMENT.

REFERENCES (Please list three persons, who are not related to you or previous supervisors, who can provide professional references.)

NAME	ADDRESS	PHONE NUMBER	YEARS KNOWN
1.			
2.			
3.			

APPLICANT ACKNOWLEDGEMENT AND AUTHORIZATION

PLEASE READ CAREFULLY BEFORE SIGNING

I hereby certify that all of the information provided by me in this application (or any other accompanying or required documents) is correct, accurate and complete to the best of my knowledge. I understand that the falsification, misrepresentation or omission of any facts in said documents will be cause for denial of employment or immediate termination of employment regardless of the timing or circumstances of discovery.

I understand that submission of an application does not guarantee employment. I further understand that, should an offer of employment be extended by the City of Ashtabula that such employment with the City of Ashtabula is at will, for no specified duration and may be terminated by either the City of Ashtabula or myself at any time, with or without cause or notice unless otherwise directed by a current bargaining agreement recognized by the City of Ashtabula. I understand that none of the documents, policies, procedures, actions, statements of the City of Ashtabula or its representatives used during the hiring process is deemed a contract of employment real or implied. I understand that no representative of the City of Ashtabula except the Ashtabula City Manager, the Ashtabula Municipal Court Judge, the Ashtabula City Solicitor, or City Council has the authority to enter into any agreement guaranteeing any conditions of employment or any agreement contrary to the foregoing statements and that any such agreements must be made in writing and signed by the authoritative elected official(s).

In consideration for employment with the City of Ashtabula, if employed, I agree to conform to the rules, regulations, policies and procedures of the City of Ashtabula at all times and understand that such obedience is a condition of employment. I understand that due to the nature of the business conducted by the City of Ashtabula, attendance and punctuality are considered essential requirements of every job at the City of Ashtabula and that poor attendance or tardiness will result in disciplinary action.

I understand that if offered a position with the City of Ashtabula, I may be required to submit to a pre-employment medical examination, drug screening and background check as a condition of employment. There is potential for disqualification if an unsatisfactory result is obtained from the testing. Refusal to cooperate or attempt to affect the results of these pre-employment tests will result in withdrawal of any employment offer or termination of employment if already employed.

I hereby authorize any and all schools, former employers, references, courts and any others who have information about me to provide such information to the City of Ashtabula and/or any of its representatives, agents or vendors and I release all parties involved from any and all liability for any and all damage that may result from providing such information.

I understand that this application is considered current for six months. If I wish to be considered for employment after this period I must fill out and submit a new application.

I understand that the information provided on this application for employment may be subject to public record in accordance with Ohio Sunshine Laws.

BY SIGNING BELOW I ACKNOWLEDGE THAT I HAVE READ, UNDERSTAND AND AGREE TO THE ABOVE STATEMENTS.

Signature

Date

THE CITY OF ASHTABULA IS AN EQUAL OPPORTUNITY EMPLOYER. ALL QUALIFIED APPLICANTS WILL RECEIVE CONSIDERATION WITHOUT REGARD TO RACE, COLOR, RELIGION, GENDER, NATIONAL ORIGIN, AGE, DISABILITY, VETERAN STATUS OR ANY OTHER STATUS PROTECTED BY LAW.

The City of Ashtabula is a Drug and Tobacco Free Workplace