



# THE CITY OF DE PERE, WISCONSIN IS SEEKING A **HEALTH OFFICER/DIRECTOR**

## **The Community**

De Pere, consistently ranked as one of the best places to live in Wisconsin, is a safe, warm, and friendly community less than 10 minutes from the City of Green Bay and located right along the Fox River. Ranked the #1 place to live in the United States by U.S. News for 2023, De Pere is an integral part of the Green Bay and Brown County metro area, offering a below average cost of living, low crime rates, and a vibrant economy, all while maintaining a small town feel for an estimated 25,293 residents. With more than 1,400 acres of modern business parks, De Pere is home to the area's largest employer, Humana. Additionally, De Pere has two exceptional public-school districts, Montessori and parochial schools, a special needs school, the nationally recognized Saint Norbert College, and the Medical College of Wisconsin.



Visitors and residents enjoy special events at the Weidner Center for the Performing Arts, and the Resch Center, which hosts a wide variety of events, including concerts, sporting events, theater productions, consumer/trade shows, a game day tailgate party, Symphony Orchestras, Broadway productions, and major national headliners. Outdoor enthusiasts can enjoy biking, hiking, and cross-country skiing along the Fox River Trail and other state recreational trails. The Fox River, the Bay of Green Bay, and Lake Michigan provides residents and visitors with ample opportunities to enjoy fishing and boating. Families always enjoy the Bay Beach Amusement Park and Wildlife Sanctuary, a beautiful 600-acre urban wildlife refuge. Sports fans can enjoy Lambeau Field, home of the NFL's Green Bay Packers, or cheer on the Green Bay Rockers (Northwoods Collegiate Baseball League), the 2012 USHL Champion Green Bay Gamblers (hockey), the Green Bay Blizzard (Indoor Football League), UW-Green Bay Athletics (NCAA Division I school, Horizon League), or St. Norbert College athletics (NCAA Division III) which offers 23 varsity sports programs.

De Pere offers something for everyone, from its historic downtown with unique architecture, exceptional shops, casual and fine dining, sport bars, wine bar, and live entertainment, to a comedy theatre and several live music venues offering a wide variety of music from alternative rock to classical. New to De Pere will be the Mulva Cultural Center opening in 2023 which will have world-renowned arts and exhibits inside an iconic culture center in the heart of the historic downtown. The above are a few of the reasons De Pere is a great place to live, shop, dine, play, and stay!



## The Organization

The City of De Pere is a full-service City, operating under a Mayor-Council-City Administrator form of government. Citizens elect a mayor, the city's chief executive officer (CEO), on a non-partisan basis to serve a two-year term. The mayor is the presiding officer at meetings of the Common Council.

Citizens also elect eight (8) alderpersons from four (4) Aldermanic Districts, to two-year overlapping terms.

Working together, the mayor and council provide visionary leadership, established policies, and address issues that impact the city, its residents, and its businesses.

The Mayor and council are responsible for hiring a City Administrator who serves as the chief administrative officer (CAO). The CAO manages the day-to-day operations of the city with the support of 150 regular and 400+ volunteer/seasonal employees and a \$60M annual budget, and is responsible for implementing council's strategic vision, objectives, and priorities. De Pere strives to attract, develop, retain, and promote a culture of excellence that celebrates diversity of thought, differing perspectives, and authentic viewpoints at all levels within the organization.

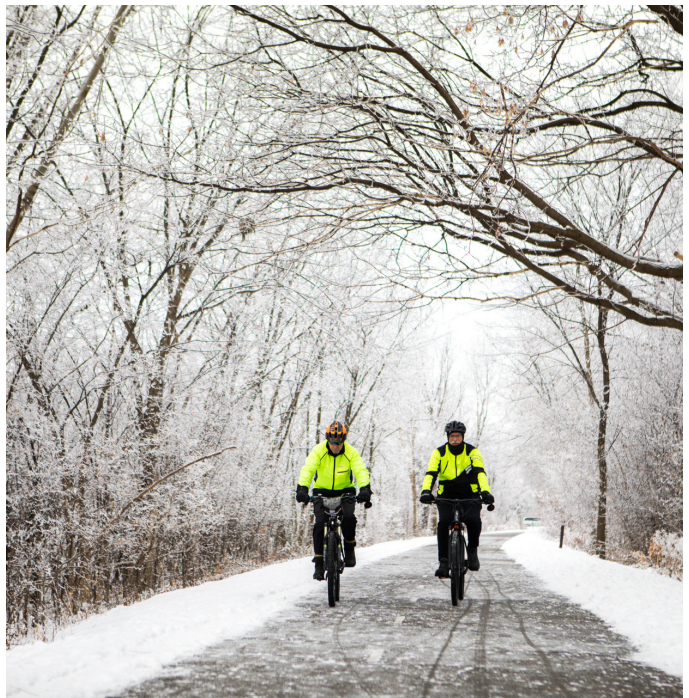
Our employees often talk about the organization's great culture. It is showcased by having on average, less than 3% turnover over the last five years (other than retirements). When we ask employees what keeps them working at the City these are some of the common comments we hear: having off Friday afternoons, the pay is competitive and benefits are great, that I get rewarded through pay for performance, the City offers a good work/life balance and understands how important my personal life is, the opportunity to have a flexible work schedule, that I can work remote at times, and I feel valued.





## Desired Capabilities

- The City of De Pere desires to hire an experienced, decisive, forward thinking, approachable, creative, and team oriented Health Officer/Director with a demonstrated track record of delivering exemplary services to citizens and driving business outcomes that best serve the public interest. The desired candidate will possess a solid background in all aspects of public health and environmental principles and practices, coupled with a general understanding of all City operations and department compliance including enforcement of applicable federal, state, and local public health and environmental regulations, guidelines, and compliance requirements.
- The ideal candidate will bring strong analytical and critical thinking skills to develop and implement comprehensive public health programs that address prevalent health issues, promote health, and prevent disease. They will have a reputation as a leader with the ability to drive innovation and improve public health outcomes.
- The successful candidate will have the ability to generate innovative and nuanced solutions to complex challenges, provide strategic vision, anticipate challenges, and prepare an effective strategy for the future. They will demonstrate strong leadership and decision-making skills by efficiently managing the City's health budget, allocating resources to critical health initiatives, and ensuring that health services are accessible and equitable to all citizens.



## The Position

The Health Officer/Director will ...

- Oversee all aspects of the City Health Department to promote health, prevent disease, and address human health hazards and control; enforce state public health statutes and rules.
- Assess the needs of the community through various programs, social media, and partnerships throughout the County and beyond; provide public health expertise and leadership.
- Develop policies, programs, and services using evidence based best practices. Determine how data and information can be used in decision making.
- Apply the principles of ethics, diversity, equity, and inclusion when implementing these policies, programs, and services. Identify opportunities to advocate for health equity and social and environmental justice.
- Ensure compliance with relevant state public health practice guidelines, community standards of care, and Federal and State laws and regulations.
- Ensure the use of public health sciences in delivering the 10 Essential Public Health Services.
- Organize and lead response teams to prevent, minimize, and contain adverse health events and conditions resulting from communicable diseases including, food, water, and vector-borne outbreaks, chronic diseases, environmental hazards, injuries and health disparities.
- Investigate complaints regarding environmental health problems and environmental health hazards and initiate enforcement or corrective action as required.
- Respond to individual client emergency situations in the clinical or home setting with basic life support and first aid skills. Summon other health care providers and emergency response personnel in a timely and appropriate manner.
- Assess the community's health status. Oversee, develop, and deliver programs and activities for individuals, families, and population groups that promote health and prevent disease.
- Evaluate outcomes of public health interventions and make changes as necessary. Collaborate in the development of and contribute to individual, team, and departmental quality improvement, performance management, and evaluation activities.
- Coordinate public health activities with environmental and public health. Provide leadership to the community health needs assessment prioritization and action planning process, contributing expertise in public health assessment. Provide leadership to the implementation of the community health plan. Serve on and advise committees with public health policy development.
- Advocate on behalf of vulnerable individuals and populations. Participate in assessing and evaluating health care services to ensure people are informed of available programs and services and are assisted in the utilization of those services.
- Provide training and orientation to staff and other health and human service professionals in the community regarding environmental public health practices.
- Distinguish between quantitative and qualitative data. Participate in the analysis of data to identify trends. Present and interpret demographic, statistical, programmatic, and scientific information to professional and lay audiences.
- Collaborate in the development, implementation, and evaluation of the department strategic plan. Deliver targeted, culturally appropriate information to help individuals and groups understand local environmental public health policies, regulations, and code.
- Provide leadership to, and is responsible for, the fiscal and operational management of the department. Prepare proposals for funding from external sources. Develop department's grant objectives and work plans. Monitor and oversee budget activity; approve purchase requests and expenditures.



## Qualifications and Experience

The successful candidate must meet or exceed the requirements for a Level II local health officer set out in Wis. Stat. § 251.06(1)(b) and (d).

Experience in a full-time position with a public health agency, including responsibility for a communicable disease prevention and control program, preferably in a supervisory or other administrative position, and at least one of the following:

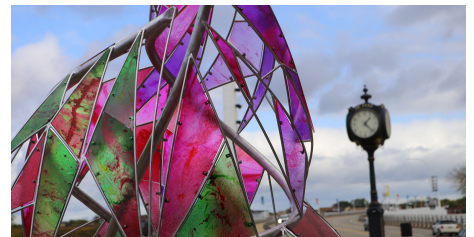
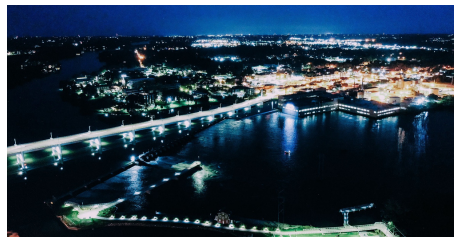
1. A bachelor's degree from a nursing program accredited by the national professional nursing education accrediting organization or from a nursing program accredited by the board of nursing, either of which shall include preparation in public health nursing.
2. A bachelor's degree in public health, environmental health, the physical or biological sciences or a similar field.

Graduate work in public health and seven to ten years experience performing similar duties is preferred. A combination of education and experience may be considered.

## Compensation and Benefits

The full salary range for 2024 for this position is expected to be \$109,025 - \$155,728 plus excellent benefits package. The anticipated starting salary is \$109,025 - \$124,578. The City of De Pere rewards employees for exceptional work performance with a pay for performance incentive program. Employees may be awarded a salary increase, bonus, or paid time off for exceptional work performance.

The city also offers an outstanding benefits package that includes medical, dental and vision insurance, wellness program, participation in the Wisconsin Retirement System (6.90% employee contribution) with (6.90% employer match), three weeks vacation leave, floating holidays, administrative time, sick leave, paid holidays, tuition reimbursement, Health Reimbursement Arrangement, employee assistance, basic life insurance (optional supplemental life insurance), long term disability, and 457 deferred compensation. For more details on the city's benefits, visit [www.deperewi.gov/HR](http://www.deperewi.gov/HR). Relocation expenses may be available.



## Application and Selection Process

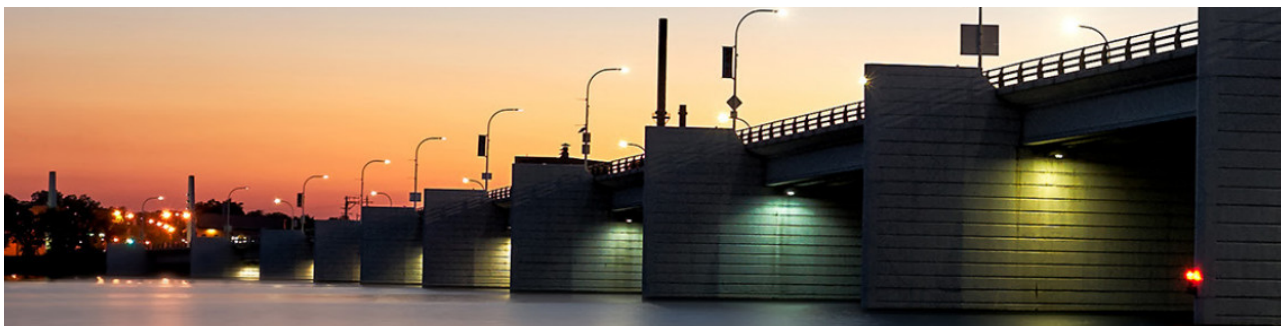
Applications will be reviewed as they are received, and a formal review of all applications will start on approximately October 16, 2023. This announcement will remain posted, and we will continue to accept applications until the City reaches an agreement with one finalist. If you have additional questions please email [deperehr@deperewi.gov](mailto:deperehr@deperewi.gov) or call Human Resources at 920-339-4045.

To apply for the Health Officer/Director position, visit

[www.deperewi.gov/jobs](http://www.deperewi.gov/jobs)

**The City of De Pere is an Equal Opportunity Employer seeking a talented and diverse workforce.**

*This process requires applicants selected as finalists to authorize the completion of background report check (criminal, driving record, academic credentials, etc.) prior to an interview. Pursuant to Wisconsin's Open Records Law governing access to public records, information submitted, including resumes and cover letters, may be subject to public disclosure.*



City of De Pere Human Resources  
De Pere, WI 54115  
(920) 339-4045  
<http://www.deperewi.gov/>