

## 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: \$60,619 - \$77,415

Brief  
Description  
of Duties:

Under general direction of 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 Personal Health Supervisor and Environmental Health Supervisor with preparing the annual budget, including analysis, preparation, and monitoring; Provides the Director with monthly reports detailing expenditures by line item; Coordinates the State of Illinois I-PLAN recertification and manages the successful implementation of identified I-PLAN 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; Serving 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 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 February 1, 2022 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: February 1, 2022**

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