



NOTICE OF EXAMINATION

PUBLIC HEALTH NURSING DIRECTOR

The Massillon Civil Service Commission is testing for the position of **Public Health Nursing Director** for the Massillon Health Department.

To be eligible, you must:

- complete a formal application for the City of Massillon. Applications will be accepted through January 08, 2026 at 4:00 PM.
- submit proof of a certified Nursing degree.
- submit a resume and cover letter with your application. Failure to submit a resume and cover letter will disqualify you. The resume and cover letter will be examined to create a certified eligibility list. Send to: Massillon Civil Service Commission or apply online

Base Salary:

\$24.17 - \$28.96 Hourly

Full-Time

CLASSIFIED

APPLICATION REQUIREMENTS:

You must fill out an application through the city of Massillon website: www.massillonohio.gov Click on the Jobs link...follow the prompts.

APPLICATION DEADLINE: January 08, 2026 at 4:00 PM

REQUIRED DOCUMENTATION THAT MUST BE SUBMITTED WITH APPLICATION:

- **VALID OHIO DRIVER LICENSE OR PHOTO ID**
- **CERTIFIED NURSING DEGREE**

*** Once you apply to the position using the above link, you will receive more information via email

DUTIES

Under administrative direction of the Health Commissioner, the Public Health Nursing Director is responsible for the operation of all public health nursing services and clinic activities.

The Public Health Nursing Director:

Performs various administrative duties such as attending meetings, ordering supplies and vaccines, purchase orders, employee evaluations, incident reports, and monthly reports

Complies with the Ohio Board of Nursing rules and regulations and Ohio Revised Code

Complies with applicable state and federal laws and regulations

Follows HIPPA regulations and acts as HIPPA Compliance Officer for the health department

Works in concert with the Medical Director and Health Commissioner on policy development and standing orders for public health nursing services and clinics

Attends meetings and serves on committees and boards

MINIMUM REQUIREMENTS

- Be at least eighteen (18) years of age
- High school diploma or GED
- Must possess a valid Photo ID
- Certified RN degree

SCOPE OF EXAMINATION

All applicants attaining a minimum passing score of seventy percent (70%) on the examination will have any bonus points added and be placed on an eligibility list ranked according to total score.

BONUS CREDIT AND STANDARDS

Military: An additional credit of twenty percent (20%) for those that have completed **One hundred eighty days (180) of active duty** serving service to executive order of the President of the USA or an act of Congress.

An additional credit of fifteen percent (15%) for those that have completed **Initial entry-level training, or a retired member of a reserve** component of the Armed Forces of the United States, including the Ohio National Guard.

ADDITIONAL EXAMINATIONS

Applicants who pass the written examination become eligible for an oral interview based on civil service rules and guidelines. Candidates receiving a conditional offer of employment may be required to pass a pre-employment medical examination, a psychological evaluation, drug screen and background check.

ACCOMMODATIONS

Candidates requiring special accommodations during the examination must be conveyed to the Civil Service Administrator at the time of application. Failure to inform may result in the Commissions inability to accommodate the disability or accommodation.

EQUAL EMPLOYMENT OPPORTUNITY

The City of Massillon celebrates its difference and is an Equal Opportunity Employer.

By Order of the Massillon Civil Service Commission
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Administrator Tom Burgasser 330-830-1763
Email: civilservice@massillonohio.gov