



DIRECTOR OF PUBLIC HEALTH

Definition

The Director of Public Health provides leadership, advisory, and technical work assisting the Board of Health of the Town to discharge its duties. This position serves as the administrative department head, and supervises all personnel within the health department.

Essential Duties and Responsibilities

The essential duties and responsibilities listed below are intended only as illustrations of the various types of responsibilities that may be required. The omission of specific statements does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

- Perform all statutory duties as the Agent for the Board of Health.
- Prepare correspondences and coordinate with the Board of Health Administrator on matters related to the Board of Health.
- Respond to questions and problems on behalf of the Board of Health.
- Supervise and guide all departmental staff.
- Assure competent public health workforce.
- Assess community health and its determinants, including the identification of health threats and determination of health service needs.
- Collaborate with other public health and healthcare entities to conduct epidemiological investigations of disease outbreaks, health problems, and health hazards in the community.
- Inform, educate, and empower residents about health issues.
- Mobilize community partnerships and coalitions to identify and solve health problems.
- Develop policies and plans that support individual and community health efforts.
- Connect residents to needed personal health services and assure the provision of healthcare when otherwise not available.
- Enforce all relevant federal, state, and local laws and regulations that protect health and ensure safety.
- Ensure sanitary inspections are carried out as required by statute, bylaw, or regulation, including food establishments, public & semi-public swimming pools, recreational camps for children, tanning establishments, onsite wastewater disposal systems, body arts establishments, tobacco retailers, and others.
- Investigate housing and nuisance related complaints.
- Initiate court complaints for non-compliance using administrative and/or judicial procedures.
- Coordinate with federal, state, and local agencies for public health emergency preparedness planning and deployment.
- Coordinate and manage the Hudson Medical Reserve Corps.
- Coordinate and assist the Hudson Disaster Animal Response Team.
- Conduct financial management of department's municipal budget and grants.
- Works in a confidential capacity. Operates independently. Uses independent judgment and discretion to make decisions affecting the department and staff as it relates to unit operations/services and Town of Hudson policy.
- Perform other duties as assigned or requested by the Board of Health.



Additional Duties and Responsibilities

- Evaluate the effectiveness, accessibility, and quality of population-based health services.
- Research for new insights and innovative solutions to health problems.
- Conduct strategic planning and effective resources allocation within the department.
- Identify and apply for grants for effective implementation of department strategies and goals.

Supervision

Works under the administrative supervision of Executive Assistant in accordance with applicable rules, regulations, and policies. Varied and responsible duties require the exercise of judgment and initiative, particularly in situations not clearly defined by precedent or established procedures. Position has considerable independence and is undertaken with minimal routine supervision.

Work Environment

Work is performed in a variety of conditions and environments, both indoors and outdoors.

The employee operates standard office equipment.

The employee has ongoing contact with the public and with other governmental agencies, other town departments, Town Counsel (subject to prior approval by Executive Assistant), and outside agencies by telephone, e-mail, in person, and in writing.

The employee has access to sensitive and/or confidential information pertaining to communicable diseases, health complaints, health records, and other files. Legal proceedings and executive session materials are also accessed by the employee.

Errors could result in delay, loss of service, loss of grant fund, and/or legal repercussions, and could be costly for the Town.

Required Minimum Qualifications

- Bachelor's degree
- Three to five years' experience in program management, including budget, grant management, contract, and supervisory responsibilities in public health, community health, health care or related field.
- Excellent organizational skills, including ability to prioritize and to multi-task.
- Ability to work in a fast-paced team environment, to meet deadlines, and to flexibly adapt to multiple priorities.
- Excellent verbal communication skills with experience in facilitating large meetings and public speaking.
- Excellent writing skills with experience writing memos, reports, grants, and related documents.
- Excellent analytic skills, including ability to understand and interpret quantitative and qualitative data.
- Intermediate or higher level skill in Microsoft Office suite of Word, Excel, and PowerPoint.
- Commitment to the role of public health in promoting racial justice and health equity.
- Valid Massachusetts driver's license and daily access to a car for travel to meetings.



Preferred Qualifications:

- Master's degree in public health or a related field
- Municipal experience
- Seven to ten years progressively more responsible experience in program management, including budget, grant management, contract, and supervisory responsibilities in public health, community health, or related field
- Registered Sanitarian or ability to obtain within 18 months of hire
- Additional training in food science, soil science, and other public health field

Physical Requirements

Moderate physical effort is required to perform site visits and inspections for the Board of Health. Site visits in the field can occur in a variety of conditions, including commercial kitchens, private homes, retail stores, thick woods, wet areas, and exposure to varying weather conditions and external elements. The employee is frequently required to sit, speak and hear and use hands to operate equipment, and occasionally required to navigate inspection sites in the field. Vision requirements include the ability to read and analyze documents, see varying degrees of color, and use a computer.

A Criminal Offenders Records Information request must be completed for this position. However, a record is not an automatic bar to employment but is reviewed in relation to the job applied for.

This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.