



# TOWN OF TEWKSBURY

TOWN HALL  
1009 MAIN ST  
TEWKSBURY, MASSACHUSETTS 01876-2796

DEPARTMENT OF ADMINISTRATIVE SERVICES

(978) 640-4488  
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## JOB POSTING

POSITION AVAILABLE: Director, Public Health (Community Development Group)

QUALIFICATIONS: Candidate for this position should have a Bachelor's Degree in Public Health, Environmental Health, Biology, or other science field, and five (5) years progressively responsible experience in public health administration, including personnel management, fiscal management and program development or an equivalent combination of education and experience. Candidate must possess a Massachusetts driver's license, shall be a Registered Sanitarian, State licensed Soil Evaluator and Title V Inspector; Certified Pool Inspector; hold Professional Development Certificates in Food Safety and Lead Paint, with Certification as a Health Officer preferred. Must have excellent skills in planning; organization; written and verbal communication; computer applications; budgets; interpersonal and problem solving; and the ability to write grants.

Specific job qualifications are listed in the job description attached.

HOURS: 40 hours a week

SALARY RANGE: \$70,324 – 87,821

BENEFITS: Paid sick leave, vacation; contributory health dental and life insurance.

POSTING DATES: From: November 19, 2015  
To: December 11, 2015

TYPE OF POSTING: Open

Applications may be obtained online at [www.tewksbury-ma.gov](http://www.tewksbury-ma.gov) or at the Human Resources office located on the 2<sup>nd</sup> floor of the Town Hall.

The Town of Tewksbury is an affirmative action equal opportunity employer.

**Position Purpose:**

Performs supervisory, administrative and professional work in planning, organizing and directing all Health Department services and activities, responsible for the daily operations of the Health Department; enforces all Board of Health regulations and public health laws; maintains and improves the efficiency and effectiveness of all areas under his/her direction and control. Performs all other related work as required.

**Essential Functions:**

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

- Oversees the day to day operations of the office of the Board Health including supervising and directing office personnel and volunteers and/or student internships.
- Creates and implements office policies and procedures.
- Develops and administers the annual budget; monitors expenditures.
- Investigates complaints of violations of local and state rules and regulations, initiates appropriate actions, and conducts general inspections in the interest of protecting the public and environmental health, including investigation of food borne illnesses.
- Prepares Board of Health Agendas and enforces all Board decisions resulting from meetings.
- Prepares Board of Health decisions and follows up with any associated research for the board.
- Attends Board of Health, Town and other associated meetings as needed.
- Reviews all applications for permit and licenses issued by the Board.
- Reviews building plans of all establishments licensed by the Board, including public and semi-public swimming pools, food establishments, tanning establishments, tobacco establishments, septic systems and others that fall under the public health laws to verify compliance with applicable codes and to provide guidance to prevent public health nuisances.
- Keeps informed of current developments in the public health field by attending professional development trainings, workshops, professional meetings, and reading current literature.
- Performs routine inspections and takes appropriate actions concerning all establishments licensed by the Board.
- Responsible for the responsibilities and duties of the town's Animal Inspector and Sanitarian.
- Responsible for preparation of inspection reports, non-compliance letters and all other administrative, regular or special reports.
- Plans and organizes various Board of Health sponsored events such as the Health Fair.
- Responsible for beaver investigations and monitoring.
- Researches and drafts proposed Board of Health regulations.
- Applies application for criminal court and attends relevant hearings.
- Maintains a current and active membership of the public health coalition.
- Develops and plans health educational programs within and for the community.
- Conducts research and writes grants for various public health topics
- Oversees and assists in the planning, organization, and scheduling of the TBOH annual Health Fair.
- Performs similar or related work as required, directed or as situation dictates.

**Recommended Minimum Qualifications:**

**Education, Training and Experience:**

Bachelor's Degree in Public Health, Environmental Health, Biology or other related field; five years of progressively responsible experience in public health administration, including personnel management, fiscal management, and program development or any equivalent combination of education and experience.

State Licensed Soil Evaluator and Title V Inspector; Certified Pool Operator. Professional Development Certificates in Food Safety and Lead Paint. Possession of a valid motor vehicle operator's license. Certification as a Health Officer and Registered Sanitarian preferred.

**Knowledge, Ability and Skill:**

*Knowledge:* Thorough knowledge of the principles and practices of the Board of Health; and thorough knowledge of public health laws. Public administration management knowledge. Working knowledge of computerization and appropriate applications.

*Ability:* Ability to supervise staff in an effective and supportive manner. Ability to establish and maintain working relationships with the general public, organizations, departments and officials. Ability of leadership, independent judgment, initiative and decision-making. Ability to plan, implement, and evaluate effective department services. Ability to communicate effectively. Ability to operate standard office equipment.

*Skill:* Excellent planning and organizational skills. Excellent written and verbal communication skills. Proficient computer skills and budgetary skills; interpersonal and problem-solving skills. Report writing skills.

**Physical Requirements:**

*(The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.)*

Regularly required to walk, stand, sit, talk, and hear; use fingers to handle or feel; climb or balance; stoop, kneel, crouch or crawl; reach with hands or arms; taste or smell. Ability to view computer screens and work with details for extended periods of time. May move objects weighing up to 30 pounds, usually less. Must be able to communicate.

**Supervision:**

*Supervision Scope:* Performs highly responsible work of a complex nature which involves the exercise of independent judgment and initiative in planning and overseeing the administration of the Health Department and in the development and delivery of Public Health services to meet individual and community needs.

*Supervision Received:* Work is performed under the direction of the Community Development Director.

*Supervision Given:* Provides supervision of Health Department full time and part time employees, volunteers and student interns, developing job direction, assigning tasks, instructions and monitoring performance.

**Job Environment:**

- Work is performed under varying conditions; spends a portion of work hours outdoors; exposed to loud noise, extremes of heat/cold that are not weather related and environmental issues such as flooding or insects; may work near moving mechanical parts. Occasionally may be required to work outside of normal business hours to perform inspections for special events or to respond to emergencies.
- Operates an automobile, various testing equipment, computer, telephone, facsimile machine, copier, calculator, and other standard office equipment.
- Employee has frequent contact with the general public, town departments, the Board of Health, contractors, and officials at the federal, state and local levels. Contacts are in person, by telephone, and by email and involve an information exchange dialogue.
- Has access to all department-related confidential information, including personnel records, health/medical records for food borne illness investigations and communicable disease, attorney and client records.
- Errors could result in adverse public relations, health consequences, and damage to property and equipment, reduction in the level of service and have legal and/or financial repercussions for the town.

*(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.)*