

**Town of Natick
Job Description**

Position Title:	Director of Public Health	Grade Level:	4
Department	Public Health	FLSA Status	Exempt
Reports to:	Board of Health/ Town Administrator		

Supervision Required: Incumbent performs work under the broad direction of a board of health. Most work is performed with a very high degree of independence. Board sets general departmental policies and sets work priorities. Guidelines, in the form of Federal, State and local laws and regulations exist and must be observed and followed. Incumbent is acknowledged as an expert in the public/environmental health field.

Supervisory Responsibility: Incumbent is a managerial employee, exercising supervision of a small professional, technical and clerical work force to which he gives work assignments, checks of work completed, evaluates performance and provides training. Staff works out of the same location, but work is performed in various areas of the community. While some work can be planned and carried out regularly, an equal amount of work is unplanned due to emergency situations or to unexpected calls for service.

Accountability: This position is highly accountable and incorrect actions or misjudgment would typically result in monetary loss, missed deadlines, potential injury, as well as legal repercussions, and adverse public relations.

Judgment: Work is performed based on administrative or organizational policies, general principals, legislation, or directives that pertain to a specific department or functional area. Extensive judgment and ingenuity are required to develop new or adapt existing methods and approaches for accomplishing objectives or to deal with new or unusual requirements within the limits of the guidelines or policies. The employee is recognized as the department or functional area's authority in interpreting the guidelines, in determining how they should be applied and in developing operating policies.

Complexity: Work at this level is complicated by the numerous laws and regulations which are present and which must be pursued. In addition, there are gaps of knowledge and of appropriate applications of both laws and of principles which must be met and resolved by the incumbent, relying on prior professional training and experience. The work program is multifaceted, and intermittent emergencies require changes in planned work activity.

Confidentiality: Individual judgment and the application of professional knowledge and experience are required in selecting the appropriate practices, procedures, regulations, or guidelines to apply in each case.

Work Environment: Work is performed under typical office conditions; work environment is moderately noisy. When performing work in the field, may be exposed to various weather

Department of Public Health
Director of Public Health
7/29/14

Town of Natick Job Description

conditions. Required to attend evening meetings.

Operates automobile; regularly operates computers and peripherals; utilizes calculator, telephone, copier, facsimile machine, scanner, and other standard office equipment.

Makes very frequent contacts with Town departments/boards/committees, citizens, members of the business community, building community, the media, attorneys, and local, state, and federal officials. Contacts are by telephone, e-mail, and in person and require some persuasiveness and resourcefulness to influence the behavior of others.

Has access to a wide variety of town-wide confidential information including bid proposals, personnel records, negotiating positions, and personal information about citizens relative to Town plans and programs.

Errors in judgment could have continuing adverse effect on the Town's ability to deliver services, loss of municipal revenues, have legal ramifications, and cause significant adverse public relations.

Nature and Purpose of Contacts: Most primary contacts are with the professional, technical and clerical staff of the department to whom work assignments are made and work is checked. Other contacts are with officials of various Federal and State agencies who have similar job concerns and requirements in terms of carrying out laws and regulations. Still other contacts are with doctors, engineers, builders and a wide cross-section of society including members of the general public for numerous and sundry purposes.

Occupational Risks: Duties generally do not present occupational risk with only occasional exposure to risk or stress. Minor injury could occur, however, through employee failure to properly follow safety precautions or procedure. Examples of injury include minor bruises from falls, minor cuts or burns, or minor muscular strains from lifting or carrying heavy equipment or materials.

Essential Functions:

The essential functions or duties listed below are intended only as illustrations of the various type 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.

- Plans and administers all programs and policies of the Board of Health. Prepares agendas for Board of Health meetings.
- Prepares annual departmental budget for approval of Board of Health. Presents budget to Town Administrator, Finance Committee and Town Meeting.

Department of Public Health
Director of Public Health
7/29/14

Town of Natick Job Description

- Represents Board of Health before state and federal agencies and before other Town boards.
- Performs intensive review of all subdivision and site development plans proposed in Natick, with particular attention directed toward provisions for sewerage, water supply and off-street drainage. Writes specifications and modifications as needed for such proposals as conditions for Board of Health approval or denial.
- Drafts regulations under M.G.L. Chapter 111, Section 31 for consideration by Board of Health. Drafts by-laws for consideration by Town Meeting.
- Administers Natick Underground Storage Tank By-law and Natick Smoking By-law.
- Serves as community hazardous waste coordinator and as community Right-to-know coordinator.
- Reviews subsurface sewage disposal plans and coordinates all related site investigations and groundwater monitoring.
- Directs and administers public health nursing programs, including immunization and screening clinics, communicable disease control, acquisition of vaccine and supplies, and coordination of required services of physicians, dentists, veterinarians and nurses as needed.
- Directs community health education program, including education of food handlers and general dissemination of health information of all types to various target populations within the community.
- Serves as Hearing Officer in administrative hearings arising from environmental health enforcement actions by Board of Health staff.
- Administers mosquito control and pest management programs carried out by Board of Health staff.
- Administers all personnel functions including interviews and recommending candidates for staff positions and conducting performance appraisals for all staff members.
- Maintains working relationships with the Massachusetts Department of Public Health and the Massachusetts Department of Environmental Quality Engineering. Reviews new regulations and legislation and advises the Board of Health as required.
- Performs other related duties of the class, as required.

Department of Public Health
Director of Public Health
7/29/14

**Town of Natick
Job Description**

Recommended Minimum Qualifications:

Education and Experience: or any equivalent combination of education, training and experience which provides the required knowledge, skills and abilities to perform the essential functions of the job.

- Incumbent must have had at least five (5) years prior, progressively responsible work experience in public/environmental health, at least two (2) of which should have been in a supervisory capacity. All such work must have been at a professional level.
- A candidate for this class of positions must be a high school graduate and have received a Bachelor's Degree in Public/Environmental Health from an accredited college or university. A Master's Degree in the field is desirable but not absolutely required.
- Applicants must have had at least five (5) years of responsible, professional work experience, at least two years of which should have been in a supervisory capacity in this field.
- Applicant should be in general good health and must be able to demonstrate possession of the required knowledge, skills and abilities to perform this work.
- Candidate must possess a valid Motor Vehicle Operator's license and must have certification from the Commonwealth of Massachusetts as a Registered Sanitarian or Certified Health Officer.

Knowledge, Abilities and Skill

Knowledge:

- Extensive knowledge of Federal, State and Local laws and regulations pertaining to public and environmental health matters and concerns.
- Considerable knowledge of the principles, practices and techniques normally related to public health and environmental health.
- Considerable knowledge of code enforcement and enforcement procedures.
- Working knowledge of public health nursing programs.
- Working knowledge of public management principles and practices, including budgeting and personnel management.

Department of Public Health
Director of Public Health
7/29/14

**Town of Natick
Job Description**

- Working knowledge of civil and sanitary engineering concepts.

Abilities:

- Ability to establish and maintain harmonious relationships with a wide variety of people, including other professionals.
- Ability to plan, organize and carry out a public/environmental health program, directing the work of others.
- Ability to communicate effectively with others, both orally and in writing.

Skill:

Physical and Mental 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 position's essential functions.

Physical Skills:

- Work requires some agility and physical strength, such as moving in, about construction sites, or over rough terrain, or standing or walking most of the work period.
- Frequently lifts up to 60 pounds.

Motor Skills:

- Duties may involve close hand-eye coordination and physical dexterity.

Visual Skills:

- Ability to read, see, and differentiate between colors.

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