

# TOWN OF RAYNHAM

## HEALTH DIRECTOR



The Town of Raynham (population 14,300) is in Bristol County, the heart of the southeastern part of Massachusetts. It is approximately 32 miles from Boston and 22 miles from Providence, Rhode Island. Abutting communities include the City of Taunton and the Towns of Bridgewater, West Bridgewater, Easton, and Middleborough. Raynham has an Open Town Meeting form of government with an elected Board of Selectmen and an appointed Town Administrator.

Raynham prides itself on its excellent school system. Residents also take pride in their recreation opportunities available at the 300-acre Borden Recreation complex and at Johnson Pond.

<https://www.town.raynham.ma.us>



**Public Health**  
Prevent. Promote. Protect.

### POSITION

The Health Director who also serves as the Supervisor of Animal Control, has management and oversight responsibilities of the Health Department and the Animal Control Department. Responsibilities include supervising staff, administering federal, state, and local health, animal welfare, and environmental codes, laws and policies, and for providing and supervising a variety of inspection services, animal control, participating in long-range planning, development of policies and by-laws.

### ESSENTIAL FUNCTIONS INCLUDE:

- Acts as staff liaison to the Board of Health; advises the Board on technical issues; attends all Board meetings;
- Supervises the Animal Control Program and staff;
- Enforces state sanitary and environmental codes; performs site inspections of building lots; evaluates soil tests and percolation tests to determine suitability for sewerage disposal systems; reviews plans for sewerage disposal facilities; approves such plans and inspects installation and repair of septic systems; performs final septic inspections;
- Inspects restaurants, food handling and processing establishments, lodging establishments, nursing homes, group residences, child care facilities, public pools and beaches, places of assembly, schools, and other areas required by law for compliance with state and local laws, rules and regulations and investigates complaints and illness at such facilities;
- Develops, manages and monitors the annual operating budget for the Department;
- Manages the Town of Raynham MAVEN and MIIS accounts. Communicate communicable disease follow-up and tracking;
- Conducts emergency preparedness planning for the Town and collaborates with local emergency planners to create and drill emergency plans for all hazards including but not limited to pandemics, clinics and sheltering;
- Creates and distributes educational materials for the general public; conducts workshops and informational sessions as practicable and serves as informational resource on public and environmental health;
- Represents the Town at local, regional and state levels; participates in working groups and ad hoc committees as necessary; and
- Coordinates with other departments, such as Police, Fire, Council on Aging, and Building to approach providing municipal services in a comprehensive, cohesive, effective, and efficient manner.

## BOARD OF HEALTH AND ANIMAL CONTROL

The Board of Health is dedicated to the promotion of public and environmental health through the education and support of the Citizens of the Town. As a statutory agency, the Board of Health promulgates rules and regulations which serve as a guide in its administration of the law. The regulations provide for the issuance of permits and licenses, establish reasonable standards and requirements, and set out enforcement and penalty mechanisms.

The Animal Control Department is responsible for the enforcement of state laws and Town bylaws regarding animal control, including investigation of complaints and ensuring proper care of animals. The Health Director oversees the operations of the department and provides supervision to the Animal Control staff.



### 2020 DEPARTMENT INFORMATION

156 Food Establishment Permits  
99 Milk and Cream Permits  
55 Septic Hauler Permits  
49 Septic Abandonment Permits  
25 Tobacco Vendor Permits  
17 Stables Permits  
14 Trash Hauler Permits

### QUESTIONS AND REFERRALS

Should you have any questions regarding this opportunity, or a recommendation of a colleague, please contact Mary Aicardi, Collins Center for Public Management Human Resources Practice Leader at 508-215-8992.

## THE IDEAL CANDIDATE

Raynham's Health Director will be:

- A highly capable, experienced Public Health Official;
- A leader who values teamwork within and across departments;
- An effective communicator both in person and in writing, who can clearly articulate priorities, policies and procedures;
- A strategic thinker and problem solver able to initiate and manage positive change;
- Well versed in the state sanitary codes, including food sanitation, sub surface sewage, and all other Commonwealth Health and Environmental laws and codes; and
- Able to successfully articulate information about the Town's public health and animal control programs, initiatives, regulations, policies and By-laws.

## QUALIFICATIONS

Bachelor's degree in Environmental Health, Public Health, Environmental Science or other related field and three to five years of related experience, or any equivalent combination of education, training, certification and experience. Registration as a Sanitarian is preferred. Must be eligible to obtain required Massachusetts Certifications as a condition of employment. A Master's degree in Public Health is preferred. Residency is not required.

## SALARY AND BENEFITS

Raynham is an excellent place to work and has an attractive benefits package. The Town contributes 75% towards the cost of an HMO health insurance plan. Other benefits include a defined benefit pension program, generous vacation package, life insurance options, a dental plan option, and deferred compensation options. The Town anticipates negotiating a regionally competitive total compensation package with the chosen candidate, \$85,000-\$90,000 DOQ. The work scheduled is a late Tuesday evening and a half day on Fridays (33.5 hours/week)

## APPLICATION AND SELECTION PROCESS

Please submit a resume and cover letter detailing your interest and qualifications to the Collins Center for Public Management recruitment email: [recruitment.umb@gmail.com](mailto:recruitment.umb@gmail.com). Please submit all documents in a single PDF file and include your **LAST NAME** and **HEALTH** in the subject line. The position will remain open until filled. Resume review will begin January 30, 2023. Candidates are encouraged to apply early.

The Town of Raynham is an equal opportunity employer, values and embraces diversity, and encourages applications from all qualified candidates.

An interview team will review all resumes to determine which candidates to invite for a preliminary interview. Final interviews will be conducted by the Board of Selectmen, the Appointing Authority.

*Please visit the Collins Center for Public Management web page at [www.umb.edu/cpm](http://www.umb.edu/cpm) to learn about the Collins Center and the services provided.*