



Emily Russo
Director of Human Resources

City of Easthampton

Human Resources Department

City Municipal Building

50 Payson Avenue

Easthampton, MA 01027

Tel: 413-529-1466 Fax: 413-529-1488

POSITION OPENING:

DIRECTOR OF PUBLIC HEALTH

Job Type: Full-Time, Permanent

Salary: \$64,000 - \$82,000

Work Schedule: Monday–Thursday (35 Hrs/Week)

Issued Date: February 9, 2023

Closing Date: Open Until Filled

JOB DESCRIPTION

Professional, administrative, and technical work and management of the city's public health department and its staff members; promotes the city's public health programs; interprets, implements, and enforces public health laws and regulations in accordance with state and federal laws and regulations.

ESSENTIAL FUNCTIONS

- Coordinates public health regulatory and planning activities with diverse city boards and officials. Seeks funding opportunities and writes grants as needed.
- Creates, updates, implements, and enforces Board of Health regulations in accordance with M.G.L. Ch. 111 Sec. 31.
- Develops, implements, and evaluates preventive and environmental public health programming, including but not limited to nursing services, inspectional services, emergency preparedness, and regulatory oversight of solid waste management.
- Creates and maintains frequent contact and relationship with state and local health officials, city officials, contractors, engineers, medical establishments, restaurants and other food establishments, local businesses, and the general public.
- Ensures the city's compliance with state laws and regulations by reviewing plans and applications, issuing appropriate permits and licenses, and conducting inspections.
- Responsible for maintaining public health records and preparing monthly and annual reports; preparing budgets and payroll; schedules and plans all regular and special meetings of the Board of Health; and preparing and recommending regulations for their adoption.
- Prepare and administer the annual Health Department and Healthy Youth Coalition budgets.
- Implements public health and harm reduction programs in conjunction with the public health nurse and community social worker.

EDUCATION AND EXPERIENCE

Bachelor's degree in Public Health, Environmental Science, or a related field and 3-5 years of related experience; supervisory experience required; additional education or experience in public administration preferred; or any equivalent combination of education and experience.

Certifications Needed:

- Motor vehicle operator's license.
- Registration as an Environmental Health Specialist and Sanitarian
- Food Protection Manager Certification
- Septic System Inspector Certification
- Soil Evaluator Certification

- Pool Operator Certification
- Foundations for Local Public Health Practice (“Foundations”) Course Certificate
- ICS-11, ICS-200, and IS-700 Certificates
- Title 5 System Inspector
- Lead Paint Determinator Certificate
- MA PHIT Housing Certificate
- HACCP Manager Certificate

To Apply:

Applicants who wish to be considered may submit an application and resume to the Human Resources Department, Municipal Building, 50 Payson Ave, Easthampton, MA 01027, or email their application and resume to personnel@easthamptonma.gov on or before the closing date.

AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER