

TOWN OF MILTON

JOB POSTING

**POSITION:** Assistant Health Director (37.5 Hours/Week)  
**GRADE:** Level 8- Starting Salary \$70,788.90  
**DEPARTMENT:** Board of Health  
**DATE:** February 15, 2023

RESPONSIBILITIES:

**Definition**

Professional, administrative, and technical work administering various public health programs including public and environmental health programs and policies, public health, emergency management and bioterrorism planning and response and all other related work, as required.

**Supervision**

Works under the policy direction of the Board of Health, and the Health Director in accordance with state laws and regulations; works independently on a daily basis in accordance with department policies.

**Job Environment**

Work is generally performed under varying office and clinical conditions; some risk of exposure to disagreeable environments; potential exposure to communicable; infectious diseases when working with clients and potential exposure to new chemical or bioterrorist agents.

The employee operates an automobile, a computer and standard office equipment.

The employee makes constant contacts requiring patience, tact and discretion with the general public, federal, state and local officials, and other town departments, such as the Building Department, the Public Works Department, Police and Fire Departments, the School Department, inspectors and community agencies. Contacts are in person and by mail, telephone and electronic mail and fax.

The employee has access to department-oriented confidential information, such as law suits, criminal investigations, and confidential medical information.

Errors could result in personal injury, delay or loss of service, property damage, monetary loss and legal repercussions.

**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.*

Represents Board of Health in relations with other town departments, state, local and federal agencies, and community groups, maintains cooperative relations with town departments.

Serves as Animal Inspector

Responsible for the maintenance of public health records and preparation of monthly and annual reports; processes numerous types of reports of diseases; supervises permit and licensing processes.

Develops and presents educational seminars and packets for permit and license holders and the general public on topics of general or special interest, such as compliance with state laws and board of health requirements on rabies and radon.

Performs similar or related work as required, or as situation dictates.

## **Recommended Minimum Qualifications**

### **Education and Experience**

Bachelor of Science degree; three-five years' experience in public health, environmental health; or an equivalent combination of education and experience.

### **Special Requirements**

Massachusetts Vehicle Operator's License, Certification required in the following categories within one year of employment: Certified Pool Operator certificate (CPO), Certified Food Protection Manager Certificate (CFPM), MA PHIT Housing course certificate.

### **Knowledge, Ability and Skill**

*Knowledge.* Thorough knowledge of the principles, practices, and techniques of modern public health. Thorough knowledge of applicable state and local public health laws and regulations.

*Ability.* Ability to communicate effectively in oral and written form. Ability to collaborate with staff and organize work load. Ability to appraise individual and community health needs and problems and to interpret medical findings and public health laws and regulations to the general public.

*Skill.* Skill in the use of various computer programs and websites. Excellent interpersonal skill. Compassion for people of all ages. Organizational and budgetary skills. Excellent customer service skills.

### **Physical Requirements**

Minimal physical effort required when performing functions under typical office conditions. Ability to communicate verbally to clients and the general public. May be required to lift materials weighing up to 30 pounds.

*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.*

### **RESPOND TO:**

Paige A. Eppolito, Assistant Town Administrator/HR Director, 525 Canton Avenue, Milton, MA 02186.

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