



**CITY OF TAUNTON  
MASSACHUSETTS**

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**DEPARTMENT OF HUMAN RESOURCES**

City Hall  
15 Summer Street  
Taunton, MA 02780  
Phone: 508-821-1060, Fax: 508-821-1066  
www.taunton-ma.gov

**Amy Kazlauskas**  
*Director*

**Sandra B. Peavey**  
*Assistant Director*

**Maria Oliveira**  
*Sr. Benefits Specialist*

**Rachael Capella**  
*Benefits Specialist*

**Debbie Nunes**  
*Benefits Clerk*

**EXECUTIVE DIRECTOR  
BOARD OF HEALTH**

The Director of Public Health is responsible for developing and implementing community health services, conducting clinics, coordination of environmental health services and health education programs; other related work as required.

**Essential Duties**

*(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 of the position.)*

- Prepares the department budget; assesses community public health needs to determine program development and requirements for additional resources.
- Responsible for department budget oversight, processing payroll and maintaining employee attendance records.
- Oversees a staff of six (6) or more.
- Develops and implements health and education programs; oversees staff activities; directs and instructs staff on schedules, methods, standards of performance, rules and regulations, safety precautions and other matters affecting performance; develops recommendations for improvements in procedures and methods of achieving objectives.
- Supervises community health programs provided by the Public Health Nurse.
- Supervises environmental health programs; reviews inspection reports to ensure compliance with applicable laws, rules and regulations and participates in inspections; acts as a hearing officer on sanitary code violations; assists with preparation of court documents.
- Participates in the revision of environmental and community health programs and regulations.
- Conducts research, prepares the agenda and provides documentation for Board of Health meetings.
- Coordinates and meets with environmental, community health and administrative staff; meets with local, state and federal public health officials.
- Responsible for purchasing supplies and employing independent contractors; oversees grant administration and the work of independent contractors.
- Attends, or participates in, a variety of committees, conferences and meetings.
- Performs other similar or related duties as required or as situation dictates.

**Education and Experience**

Bachelor's Degree is required in public health, environmental health or a related field and a minimum of five (5) years' work experience in public health administration or a related field. Master's Degree is preferred. Must be a MA Registered Sanitarian and/or a MA Certified Health Officer.

**Knowledge, Ability and Skill**

Knowledge of federal, state and local public health regulations; working knowledge of environmental and public health issues and current inspection and control procedures.

**A complete job description is available in Human Resources.**

**Salary:** COTMA Step 1 \$1,899.74, 35 hour work week

Please submit a cover letter, resume and application, in confidence, to [hrjobs@taunton-ma.gov](mailto:hrjobs@taunton-ma.gov) or Human Resources, City of Taunton, 15 Summer Street, Taunton, MA 02780. Position is open until filled.

*The City is an EEO Employer*

Posted: Amey Karlam