

**CITY OF WESTFIELD
DIRECTOR OF PUBLIC HEALTH**

GENERAL STATEMENT OF DUTIES AND RESPONSIBILITIES:

Provides administrative management and technical oversight of the City's public health programs; enforces public health laws and regulations; supervises nursing and inspectional services; and all other work as required.

SUPERVISION:

Works under the policy direction of the Board of Health. Performs highly responsible work of a complex nature, requiring the exercise of considerable judgment in the interpretation and application of laws and local regulations to frequently changing conditions and problems. Supervises, both directly and through subordinates, all personnel of the Health Department including the substance use outreach coordinator and transfer station personnel.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

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.

- 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.
- Coordinates public health regulatory and planning activities with diverse City boards and officials. Seeks funding opportunities and writes grants as needed.
- Makes frequent contacts with State and local health officials, City officials, contractors, engineers, medical establishments, restaurants and other food establishments, and the general public to create new policies and promote public health.
- Ensures City is in compliance with all State laws and regulations by issuing appropriate permits and licenses, and developing and implementing public health policies including, but not limited to:
 - Title V requirements
 - Complaints and investigation of alleged nuisances
 - Housing inspections: MRVP (including initiation of legal action and appearing in court as necessary)
 - Mandatory Environmental Health Inspections, including restaurants, food handling and processing establishments, nursing homes, group residences, childcare centers, recreational camps for children, public pools and beaches, places of assembly, and other areas required by law
 - Communicable diseases and hazardous waste reporting
 - Any other areas as required by law
 - Responsible for oversight, project development, budget preparation and operations of the municipal solid waste transfer station, a closed landfill and on site recycling services.
- Responsible for the maintenance of public health records and prepares and submits required monthly and annual reports; prepares budgets and payroll; schedules and plans all regular and special meetings of the Board of Health and prepares and recommends regulations for their adoption.
- Develops and implements public health preparedness plans, training and exercises and

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assures that core competencies within the department are met. Will network with preparedness partners through the local emergency planning committee and active participation in the Hampden County Health Coalition.

- Responsible for personnel management. In conformity with City policies and State law, recruits, interviews, and hires department employees. Assures competent staff through orientation, training, and evaluation of employees in conformity with City requirements. Consistent with union contracts and relevant City policies, schedules work, approves employee leave requests and engages in employee disciplinary actions, and such other personnel actions as necessary to assure productive and effective operations.
- Prepares department's fiscal planning and annual budget and presents and advocates during City budget process. Monitors and reviews the expenditures to ensure adherence to budget limitations. Oversees department purchases in conformity with City policies. Maintains records of accounts receivable and payable being certain that internal records and City generated reports are in agreement.
- Maintains regular office hours to answer questions for the general public.
- Attends and participates in all City department head meetings, City Council meetings, or such other meetings as requested to attend. Attend and participate in local, regional, and state-wide committees and professional organizations, providing input and advice on various issues as appropriate.
- Performs similar or related work as required or as situation dictates.

OTHER ADDITIONAL REQUIREMENTS AND RESPONSIBILITIES:

The Director of Public Health must understand that errors could seriously endanger public health and safety, can result in inadequate conditions of sanitation, and present legal ramifications for the City.

EDUCATION AND EXPERIENCE:

Bachelor's degree in public health, public health nursing, environmental health or related field. Massachusetts Health Officer certification or the ability to obtain the same within six (6) months of the date of employment. Ten (10) years of progressively responsible related experience in a managerial or leadership capacity preferred. A combination of education and related experience will be considered.

SKILLS AND QUALIFICATIONS:

- Knowledge of applicable laws, codes, ordinances, regulations, policies, and procedures as related to public health administration, public health conditions and current inspection and control procedures. Knowledge of municipal government and intergovernmental relations including general administrative and management practices, contract interpretation and personnel management. Broad knowledge of City mission, vision, strategic direction, goals, objectives, policies, procedures, priorities and departmental operations.
- Position requires independent ability to make decisions. Ability to analyze and interpret laws, bylaws, rules, regulations, standards, and procedures, and apply them to specific situations and cases. Ability to prioritize responsibilities and to carry out assigned projects to their completion. Ability to demonstrate continuous effort to improve operations, decrease turnaround times, streamline work processes, and work cooperatively and jointly to provide quality, timely, and seamless service to its municipal constituents.

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- Ability to interact and deal effectively with state and federal officials and agencies, city officials and board/commission members, employees and the general public. Ability to supervise and evaluate the work of subordinates. Ability to maintain good public relations. Ability to communicate effectively both orally and in writing. Ability to exercise good judgement in adverse situations. Ability to prepare budgets. Ability to plan, organize and direct the preparation of reports, analyze problems and formulate recommendations.
- Skills in use of personal computers, basic software programs and internet applications. Familiar with basic office machinery – fax, copier, calculator, etc.

PHYSICAL, MOTOR, AND VISUAL SKILLS

Physical Skills

Administrative work is performed under typical office conditions. Inspection oversight work is performed under varying conditions with frequent exposure to various weather conditions and the hazards associated with environmental emergencies and construction sites. Potential exposure to communicable diseases and hazardous waste. Minimal physical effort generally required for work performed in office; moderate effort required periodically in the field. May be required to stoop, bend, reach and smell at an inspection site. Must be able to access all areas of an inspection site. Frequently required to spend several hours walking or standing. Ability to operate a keyboard and conduct tests which require fine motor skills.

Visual Skills

Visual demands require routinely reading documents for general understanding and analytical purposes.

Application, resumes and cover letters may be directed to the Personnel Director, City of Westfield, 59 Court Street, Room 109, Westfield, MA. Westfield is an Affirmative Action/Equal Opportunity Employer (M/F/H).

The City of Westfield is committed to maintaining a work environment free from discrimination on the basis of race, color, religion, national origin, pregnancy, gender identity, sexual orientation, marital/civil union status, ancestry, place of birth, age, citizenship status, veteran status, political affiliation, genetic information or disability, as defined and required by state and federal laws. Additionally, we prohibit retaliation against individuals who oppose such discrimination and harassment or who participate in an equal opportunity investigation.