

The Town of Sherborn seeks qualified applicants for the full-time, benefited position of Health Administrator. This Department Head position is responsible for:

- overseeing all inquiries and permit applications to the Board of Health to ensure timely processing and productive communications with, assignments to, and coordination among appropriate staff and liaisons, etc.
- providing professional, administrative direction and collaboration to Board of Health staff and volunteers, including the elected Board;
- supporting and responding to Board members as they fulfill their regulatory and policy duties;
- keeping up-to-date with local, state, and federal regulations pertaining to public health to ensure Town compliance;
- managing all aspects of municipal public health programming, including interfacing with other Town departments and outside agencies, and communications with the public;
- tracking and making recommendations about the budget;
- participating in field work / inspections, as appropriate; and
- using a variety of office and online software systems (e.g., MIIS) to carry out Board of Health functions.

This position requires a Bachelor's degree in public health or related field or an equivalent combination of education and public health experience. Knowledge of residential septic systems and drinking water wells preferred as these are prominent issues for our small population. Please indicate pertinent training or certifications held (e.g., Massachusetts Registered Sanitarian, Soil Evaluator, Food Safe / Food Inspector, etc.) or any interest to obtain such certifications.

A full job description can be found at [www.sherbornma.org](http://www.sherbornma.org)

Salary range: \$75,000+, depending on qualifications and experience.

Email your cover letter, resume, and application to [HR@sherbornma.org](mailto:HR@sherbornma.org) and [health@sherbornma.org](mailto:health@sherbornma.org). Applications will be reviewed on a rolling basis and the position will remain open until filled. Sherborn is an equal opportunity employer.