



**TOWN OF TOPSFIELD
JOB POSTING
HEALTH DIRECTOR**

Title: HEALTH DIRECTOR (*Appointed by Board of Health & Select Board*)
Salary: Anticipated Hiring Range: \$75,000.00 to \$85,000.00 DOQ
Job Classification: Grade 7, Non-Union Classification; FLSA Non-Exempt; Personnel Bylaws
Benefits: Eligible for Health Insurance and Employee Benefits
Hours: 40 hours per week, including Mon: 8am-7:30pm and Tues–Thurs: 8am-5:30pm;
(*Plus, Monthly Board of Health Meetings and Nights/Weekends as required*)

Position Summary:

The purpose of this position is to educate, promote, improve, and protect the public health, well-being, and sanitary living conditions of all the residents of the Town of Topsfield, while contributing to building a healthy community and protecting the environment in which to live. Under the Commonwealth of Massachusetts General Law and the U.S. Department of Health and Human Services Federal Public Health Laws, the Health Department is mandated under a dutiful obligation to develop and implement health policies, standards, bylaws, and regulations, and all other related work as required. The Health Department is also obligated to conduct inspections, plan and organize public health programs, and provide public health services to the community. This position is Fair Labor Standards Act (FLSA) 'exempt.'

Appointment & Reporting:

The Health Director is appointed by the five-member Board of Health for statutory and regulatory authority, and by the five-member Select Board for department head status and administrative/budgetary authority. The Health Director has dual reporting responsibility as he/she receives policy & regulatory direction from the Board of Health, and general day-to-day administrative/management direction from the Town Administrator. Both the Chair of the Board of Health and the Town Administrator will collaborate and coordinate with the Health Director, specifically with regard to reporting structure, personnel activities, and any annual performance appraisals that may be required under the Town's Personnel By-Law and Personnel Rules and Regulations

Education, Training, and Experience:

Bachelor's degree in environmental science, public health or related field required; three (3) years of experience working for a Massachusetts Board of Health/public health department; or five (5) years of experience working for a municipal Board of Health/public health department outside of Massachusetts; or seven (7) or more years of experience working in a related health/environmental field; or any equivalent combination of education and experience. Experience in a municipal setting is preferred; Experience with a Massachusetts municipality is highly preferred.

Application Deadline: For highest consideration, email letter of interest and resume **by Tuesday, May 27, 2025**, to dmorong@topsfeld-ma.gov. To view the full job description: www.topsfeld-ma.gov.
EOE.