



November 4, 2025

Director of Public Health Hiring Notice

The Town of Montague (pop 8,500) is seeking qualified applicants for the position of Director of Public Health. Position requires the ability to manage and provide essential public health services to the community under the policy direction of the Board of Health. The position requires the ability to read, interpret, and enforce the MA Code of Regulations as well as MA General Laws as they pertain to public health. A familiarity with local public health and foundational public health services is highly advantageous. Director supervises one full-time administrative assistant, a part-time animal/barn inspector, and contracted public health nurse.

The candidate for this position should have a bachelor's degree in public health or a related field and 2-3 years of relevant experience. The candidate should possess or be capable of acquiring a MA Registered Sanitarian license or become a Certified Health Officer within one year of date of hire. Within two years of the date of hire, Director must obtain the following certifications/licenses: MA Soil Evaluator, MA Title 5 System Inspector, Certified Pool Operator, Certified Food Protection Manager, and Certified MA Lead Determinator. The position also requires a valid driver's license. For a full description of the position, job description is available at montague-ma.gov

This position is full-time, with a 35 hour per week schedule Monday through Thursday. The position is exempt from collective bargaining and has a range of starting annual salary from \$71,507 to \$93,275.

Applications received by November 25, 2025, will be given first consideration, however, the position will remain open until a qualified candidate is hired. The Town of Montague is an equal opportunity employer.

Interested candidates should submit a resume and letter of interest via email to healthclerk@montague-ma.gov or in person or by mail at:

**Montague Board of Health
C/O Geneva Bickford
1 Avenue A
Turners Falls, Ma 01376**

**BOARD OF HEALTH
DIRECTOR of PUBLIC HEALTH**

POSITION TITLE:	Director of Public Health	DATE:	November 2025
DEPARTMENT:	Board of Health	GRADE:	C
REPORTS TO:	Chair, Board of Health	FLSA:	Exempt

DEFINITION

Position is responsible for managing the Department and enforces the rules, regulations, and policies of the Board of Health, along with providing administrative and technical duties in accordance with said policies. The Health Director conducts inspections and generally ensures the public is both informed of and protected from threats to public and environmental health.

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.

- Receives and reviews applications for permits, issues, or denies permits according to compliance with public health laws, department policies, and procedural requirements.
- Interprets and explains complex public health laws, codes, and to the public.
- Responds to any event that may threaten public health including inadequate housing, outbreaks of food borne illness, communicable diseases, water quality, or other threats.
- Inspects houses, swimming pools, septic systems, recreation camps, tanning salons, body art establishments, private wells, and food service establishments to ensure compliance with public health laws, codes, and regulations.
- Provides educational outreach and training to the public in areas of public health, illness, and disease prevention, safety, and related areas.
- Enforces laws and bylaws; responds to complaints of violations; investigates alleged violations and issues notices of violations and/or fines or takes appropriate legal action as deemed necessary.
- Participates in numerous public health collaboratives and coalitions to build public health capacity in both Montague and Franklin County. Participation includes membership on various steering committees.
- Attends department head, required town meetings and subject specific board or committee meetings in-person or through remote meetings.
- Performs other related job duties as required.

SUPERVISION RECEIVED

Under administrative direction of the Town Administrator's Office and the policy direction of the Board of Health, the Director works from policies, goals, and objectives; establishes short-range plans and

objectives and departmental performance standards and assumes direct accountability for department results; consults with the supervisor only where clarification, interpretation, or exception to policy may be required or as requested by the supervisor. The employee exercises control in the development of departmental policies, goals, objectives, and budgets in cooperation with the Board of Health, and is expected to resolve all conflicts that arise and coordinate with others as necessary.

SUPERVISION EXERCISED

The Director is accountable for the direction and success of programs accomplished through others. The Director is responsible for analyzing program objectives, determining the various departmental work operations needed to achieve them, estimating the financial and staff resources required, allocating the available funds and staff, reporting periodically on the achievement and status of the program objective, and recommending new goals. The Director typically formulates or recommends program goals and develops plans for achieving short and long-range objectives and determines organizational structure, operating guidelines, and work operations.

JUDGMENT AND COMPLEXITY

Guidelines only provide limited guidance for performing the work, which may be in the form of administrative or organizational policies, general principles, regulations, legislation, or directives that pertain to a specific department or functional area. Extensive judgment and ingenuity are required to develop new, or adapt existing, methods and approaches for accomplishing objectives or to deal with new or unusual requirements within the limits of the guidelines or policies. The employee is recognized as the authority in interpreting the guidelines and in determining how they should be applied.

NATURE AND PURPOSE OF CONTACTS

Relationships are constant with co-workers, the public, and with groups and/or individuals who have conflicting opinions or objectives, diverse points of view, or differences where skillful negotiating and achieving compromise is required to secure support, concurrence and acceptance, or compliance. The employee may represent to the public a functional area of the organization on matters of procedures or policy where perceptiveness is required to analyze circumstances in order to act appropriately.

CONFIDENTIALITY

Employee has regular access at the departmental level to a wide variety of confidential information, including personnel records, medical records, lawsuits, and client records.

EDUCATION AND EXPERIENCE

Bachelor's degree in public health, environmental health, biology, or related science field, 5 years of related experience; or any equivalent combination of education, training, certification, and experience. Valid drivers' license required.

Candidates should have the following licenses or certifications or be able to obtain Massachusetts Soil Evaluator, Title V Septic System Inspector, Certified Food Protection Manager, Massachusetts Lead Determinator, Certified Pool Operator, and Registered Sanitarian or Certified Health Officer.

KNOWLEDGE, ABILITY, AND SKILLS

Knowledge: Knowledge of relevant Massachusetts General Laws related to essential functions. Knowledge of communicable disease, private well-water safety and wastewater treatment, biological emergency

response procedures, principles of health equity. Proficiency in using current office technology and software, including Microsoft Office Suite (or similar), as well as cloud, virtual meeting platforms and web-based applications.

Abilities: Ability to multi-task and manage conflict. Ability to communicate effectively both orally and in writing. Ability to maintain good public relations and to maintain effective collaborative working relationships with Town departments, department heads, fellow employees, officials, and the general public, and to respond in a courteous and professional manner. Ability to meet deadlines. Ability to work independently. Ability to prepare and administer department budgets, oversee the work of contractors and engineers, enforce, and determine compliance with codes, testify in court effectively. Ability to continuously adapt to and use new office technology and programs common to the industry.

Skills: Effective communication skills, problem-solving skills, and customer-service skills. Skilled in inspecting sites, interpreting technical codes and regulations, determining compliance status, reviewing engineering plans for wastewater disposal, reviewing architectural plans, detailed recordkeeping, administration, and organization.

WORK ENVIRONMENT

Working conditions involve occasional exposure to elements found in the field, such as worksites, walking property to inspect, construction sites, etc. May be exposed to elements and hazards, but work can typically be rescheduled to avoid harsh elements.

PHYSICAL, MOTOR, AND VISUAL SKILLS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential function of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Skills

Administrative work is in an office setting, involving sitting, with intermittent periods of stooping, walking, and standing. When in the field, work requires agility and physical strength, such as moving in or about construction sites or over rough terrain or standing or walking most of the work period. Occasionally, work may require lifting heavy objects (up to 50 lbs.) and carrying them. There may be a need to stretch and reach to retrieve materials.

Motor Skills

Duties involve assignments requiring application of hand-eye coordination with finger dexterity and motor coordination. Must be able to use technical instruments and testing kits.

Visual Skills

Visual demands require routinely reading documents for general understanding and analytical purposes. Frequent computer use. Must be able to read plans, determine soil colors, observe conditions of housing stock, restaurants, etc.