



The Town of North Andover is accepting applications for the position of:

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## **Director of Public Health Community & Economic Development**

**\*Salary Range: \$90,426 - \$129,128 commensurate with experience  
Full-Time With Excellent Benefits**

**Benefits include health and dental insurance, paid holidays, generous  
paid time off, FSAs, deferred compensation plan, and more!**

\* Candidates' qualifications and experience and internal pay equity will be considered.

**Candidates are *required* to submit a completed Town of North Andover Employment Application along with a resume and cover letter to [jobs@northandoverma.gov](mailto:jobs@northandoverma.gov) in order to be considered for this position. The Employment Application is available on the Town's website [here](#). Applications will be reviewed on a rolling basis.**

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### **GENERAL PURPOSE**

This position is responsible for planning, directing and managing the activities and duties of the Health Department staff including inspections, enforcement and training; development and delivery of educational and other programs to address community health needs; participation in the Town's planning process to ensure incorporation of health and environmental considerations; and other similar duties to ensure compliance with applicable state and local laws designed to protect public health and the environment.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

*An employee in this position may be called upon to do any or all of the following essential functions. These examples do not include all of the duties which the employee may be expected to perform. To perform this job successfully, an individual must be able to perform each essential function to satisfaction.*

- Plans and carries out inspections in the areas of food, sewage, disposal, massage and tanning establishments, swimming pools, housing, air and noise pollution, recreational camps, public schools, body art establishments, beaver and animal permits and mosquito control.
- Responds to and follows up on complaints involving health issues and environmental concerns; performs inspections as necessary.
- Educates the general public, license and permit holders and other Town departments on a variety of public health and environmental issues, including interpretation of relevant laws and regulations; conducts seminars; develops informational promotional materials.
- Staffs and represents the Board of Health to other Town departments, state and federal agencies, environmental groups and other communities.

- Coordinates various activities and programs; participates on committees and in professional organizations; keep abreast of regulatory changes, significant events, and trends in field; informs Board of Health and makes recommendations as appropriate regarding implementation of changes in regulations.
- Researches, applies for and manages grants.
- Manages Department activities and duties, including inspections, health clinics, educational programs, permitting, and customer service; develops and implements policies and procedures; develops and monitors approved operating budget; compiles annual and other reports; maintains Department files and records.
- Hires, trains, instructs and assigns the work of staff as to Department's policies and procedures; monitors and evaluates performance and makes recommendations to Human Resources, Director of Community and Economic Development, and Board of Health on personnel matters. This includes oversight of staff associated with the Middlesex Essex Public Health Collaborative (MEPHC), a SAPHE grant-funded effort hosted by the Town of North Andover.
- Works with other Town departments such as Planning and Conservation to ensure the consideration of health and environmental factors in planning processes and permit applications.
- Attends Board of Health and other local meetings.
- Provides effective and efficient customer service and promotes and maintains responsive community relations, including actively managing public information during health emergencies.
- Follows safe work practices.
- On-call 24/7/365

## **QUALIFICATIONS**

Graduation from college or university with a Bachelor's Degree in Environmental Sciences, Epidemiology or related field (Master of Public Health, Master of Public Administration or related preferred); including or supplemented by at least five (5) years of experience in conducting health inspections and enforcing state and federal health codes, including some supervisory experience; or any equivalent combination of training and experience which provides the following knowledge, ability and skills:

### *Knowledge of:*

- The field of Public Health, biology, and environmental sciences.
- State and federal sanitary and environmental codes and the federal food code.
- The use of standard office equipment, including computers and relevant software programs.
- Permitting Software (e.g., OpenGov) and Electronic Health Records or state-level reporting systems (e.g., MAVEN for infectious diseases).

### *Ability to:*

- Communicate policies and procedures for preventing and responding to epidemics and the spread of disease, and that protect against environmental hazards.
- Conduct communicable disease investigations, analyze data, and take any necessary action.
- Conduct health inspections and enforce applicable health codes.
- Multi-task and prioritize work.
- Maintain confidentiality.
- Assign and supervise the work of others, including staff and contractors; motivate employees to work toward common goals.
- Be on-call 24/7 to respond to emergencies.
- Establish and maintain effective working relationships with supervisors, elected officials, coworkers, residents, contractors, and members of the general public.

*Skilled in:*

- Oral and written communications.
- Preparing reports and making presentations.
- Strategic thinking and decision making.
- Grant writing and management.
- Public relations.

**NECESSARY SPECIAL REQUIREMENTS & CREDENTIALS**

Certified Pool Operator; Servsafe or equivalent Food Manager certification; Soil Evaluator certification; Massachusetts Title 5 Inspector; National Incident Management, Incident Command 100, 200, 300, 400; other professional certifications such as CHO, RS, CEHT and MPM. Registered Sanitarian (RS) or Registered Environmental Health Specialist (REHS) preferred.

**PHYSICAL REQUIREMENTS**

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

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- Work is performed mostly in an office setting; hand-eye coordination is necessary to operate computers and other office equipment. Specific vision abilities required by this job include close vision and the ability to adjust focus.
  - While performing the duties of this job, the employee is frequently required to sit, stand, walk, crouch, bend, talk and hear; use hands and fingers to handle, feel, or operate objects, tools, or controls and reach with hands and arms.
  - The employee is occasionally required to balance, stoop, kneel, or climb.
  - The employee is frequently exposed to adverse weather conditions including extreme heat, cold, wetness and humidity; and to other unpleasant conditions such as dim lighting, dust, odors, noise, vibrations and smoke.
  - The employee must occasionally lift and/or move up to 50 pounds.

**SUPERVISION**

*Supervision Received:* Director of Community & Economic Development

*Supervision Given:* Health Department staff and consultants.

**SELECTION GUIDELINES**

Selections shall be made on the basis of qualifications, ability, and dependability. Formal application, rating of education and experience, oral interview, reference check, and job-related tests may be required.

*The duties listed above 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.*

*External and internal applicants, as well as position incumbents who become disabled as defined under the Americans With Disabilities Act, must be able to perform the essential job functions (as listed) either unaided or with the assistance of a reasonable accommodation to be determined by management on a case by case basis.*

*The job posting does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.*

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## APPLICATION PROCESS

All applicants are required to submit a resume, cover letter, and a completed Town of North Andover employment application by e-mail to: [jobs@northandoverma.gov](mailto:jobs@northandoverma.gov), or by mail or hand delivery to Human Resources Department, Town of North Andover, 120 Main Street, North Andover, MA 01845. Resumes may be attached to the employment application but may not serve as a substitute for completing the required employment application. The Employment Application may be obtained on the Town's website [here](#), or by visiting the Human Resources Department, or by calling (978) 688-9526.

***Applicants will be required to undergo CORI screening***

**Candidates will be considered on a rolling basis.**

Applications will be reviewed on an ongoing basis and the most highly qualified candidates will be invited to one or more interviews. Individuals who need accommodations in order to participate in this process should contact the Human Resources Department at (978) 688-9526.

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Questions regarding this hiring process should be addressed to:  
Human Resources Department  
Town of North Andover  
120 Main Street  
North Andover, MA 01845  
(978) 688-9526

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