

City of New Bedford, MA

Job Description

Job Title: Director of Public Health

Pay Grade: M-16

Pay Range: \$85,624 - \$107,038

JOB SUMMARY

Leads a wide range of public health mandates and manages Department staff; manages grants and contracts; provides programmatic leadership and strategic planning, fiscal accountability, personnel management, health services, and public service.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job.

- Build and sustain regional partnerships, programs, and capacity; provides grants, contracts, and health insurance billing;
- Develop plans, policies, and programs to address the community's public health needs, and establishes goals and objectives to be achieved through systematic courses of action that focus on these needs and equitable distribution of resources.
- Enforce all State public health laws, local ordinances, and rules and regulations of the New Bedford Board of Health.
- Implement all State mandated programs and services; respond to complaints and meets other high priority service requirements.
- Evaluate existing programs and services, and provide quality assurance, in accordance with applicable professional and regulatory standards, to ensure that programs are consistent with the department's plans and policies; prepare and manage the annual budget.
- Make recommendations to the Board of Health on matters that pertain to public health and assist the Board in the development of public health policies.
- Develop and administer grant-funded programs; manage community-wide vaccine distribution programs; investigate the occurrence of adverse health effects and hazards in the community by ensuring that timely investigations are conducted.
- Draft and issue reports on health issues and maintains public health records in accordance with State law.
- Inform and educate the public on public health issues of concern in the community, promoting awareness about public health services, availability, and health education initiatives.
- Manage resources and develop an organizational structure to maximize the operational functions of the Health Department.
- Advocate for public health; build constituencies and identify resources within the community by generating supportive and collaborative relationships with public and private agencies and neighborhood groups for effective planning, implementation, and management of public health activities.
- Perform related work as required and assigned.

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. The job description 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.

MINIMUM QUALIFICATIONS

Education and Experience

- Master’s Degree in public health, health administration, or a related field.
- At least seven years of experience in public health administration or environmental health.
- Any equivalent combination of education and experience.

SPECIAL REQUIREMENTS

- Criminal Offender Record Investigation (CORI) background check mandatory.

SUPERVISORY RESPONSIBILITIES

This position has formal supervisory responsibilities over all other Health Department employees and staff. Supervisors are responsible for signing performance reviews.

This position receives general direction and supervision from the City of New Bedford Board of Health.

PHYSICAL DEMANDS AND WORKING CONDITIONS

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. The work environment and exposures described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The position is generally sedentary. Employees sit most of the time, but may walk or stand for brief periods of time-periods. Employees may exert up to 10 pounds of force occasionally including having to lift, carry, push, pull, or otherwise move objects.

The City of New Bedford, MA is an Equal Opportunity Employer.