



Job Description

Position: Assistant Director of Public Health
Primary Location: Town Hall
Employment Status: Full-time, Hourly, Non-Exempt
Reports To: Director of Public Health
Description Updated On: November 4, 2021

Summary/Objective

The Assistant Director of Public Health is responsible for assisting the Director of Public Health in a wide variety of day-to-day administrative and budgetary responsibilities, focused on maintaining the public's health.

Essential Functions

- Assists with planning, organizing, and implementing department activities; serves as point of contact for the public in the absence of the Director of Public Health.
- Assists in preparing mandated responses to federal and state regulations.
- Assists in the preparation of reports, which summarize and forecast department financial activities and position.
- Acts in the absence of the Director of Public Health and may represent the Board of Health at meetings and conferences.
- Performs field duties (e.g., restaurant or housing inspections, among many others) as needed.
- Maintains contact with the press and community organizations to update and inform the public about any threats to health or for health promotion efforts.
- Performs special assignments for the Director of Public Health, such as literature or policy reviews, or evaluating services or programs.
- Promotes and assists in the development of health services programs and initiatives designed to strengthen the public health community.
- Prioritizes, plans, promotes and assists the effective integration of client programs and services provided by the Health department.
- Maintains relationships with other County offices, public and private agencies, and community groups to facilitate promotion of public health messages, provide services to residents, and distribute important supplies.
- Fulfills mandates established by the Centers for Disease Control (e.g., the core functions and essential services of Public Health, Public Health 3.0), the Massachusetts Department of Public Health, and the Department of Environmental Protection (DEP).

Required Qualifications, Education, and Experience

High school diploma required with a minimum of five (5) years of experience in public health, community health, health education programs or related programs required.

Preferred Qualifications, Education, and Experience

Bachelor's degree in Public Health, Public Health Nursing, Community Health, Environmental Health, Business Administration, Public Administration, or a related field preferred. Knowledge of and/or State Registration as a Sanitarian; Registration with the Board of Certification of Health Officers of the State; DEP-approved soil evaluator; Certified Pool Operator's License; DEP-approved septic inspector certification; licensed lead determinator; food safety certification; incident command system certification; Integrated Pest Management (IPM) certification.

Knowledge, Skills & Abilities

- Knowledge of federal, state, and local laws, rules, and regulations pertaining to public health; understanding of approved methods and equipment used in handling food and milk and environmental health protection such as sanitary sewer disposal; current inspection and disease control procedures.
- Knowledge of emerging and evolving public health issues and translational research bringing programs/plans/policies to the public to improve health.
- Must understand biological threats to health, statistical understanding of local data, and an understanding of behavioral science to determine whether/how people will change their behavior.
- Excellent planning and organizational skills necessary; strong employee relations and customer service skills; strong interpersonal skills. Must be proficient MS Office.
- Ability to:
 - Enforce and interpret regulations firmly, tactfully, and impartially;
 - Communicate effectively, orally and in writing;
 - Interpret and implement information contained in legal documents including statutes, regulations and building plans;
 - Multi- task and be a team player.

Physical and Mental Job Requirements

- Working conditions in the office are typical of office environments, including periods of sitting and working with computers, phones, printers, and similar technology. Duties may involve occasional work at inspection sites, at heights or in confined or cramped quarters, or around machinery and its moving parts. Field work may require some 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 and may require lifting and carrying heavy objects.
- Mental requirements:
 - Understand and apply routine verbal and/or written instructions
 - Understand and apply non-routine verbal and/or written instructions
 - Organize actions to complete sequential and/or routine tasks
 - Organize and prioritize individual work schedule to manage multiple tasks and/or projects
 - Make decisions that have an impact on the individual's work
 - Make decisions that have an impact on the immediate work unit's operations and/or services
 - Make decisions that have an impact on the health and wellbeing of town constituents
 - Communicate and exchange routine/basic information
 - Communicate and explain a variety of information
 - Memorization/concentration
 - Learning/knowledge retention
 - Analyzing/examining/testing data
 - Emotional/behavioral self- regulation
 - Interacting with others

Work Environment

- The functions of this role are conducted in both an office environment and field environment.

Hours of Work

- This role is paid on an hourly basis.
- This is an hourly position working 35 hours during a Monday through Friday workweek.

AAP/EEO Statement

The Town of Milford is committed to a firm policy in favor of equal employment opportunity and will abide by all applicable state and federal regulations by not discriminating against any applicant or employee on the basis of race, religion, color, creed, sex, age, national origin, citizenship status, marital status, sexual orientation, gender identity and expression, disability or veteran status. Our commitment to equal employment opportunities shall include employment, upgrading, promotion, demotion, transfer, leaves or other absences from work, layoff, compensation and benefits, selection for training or other education, professional opportunities, and conflict resolution.

It is also the policy of the Town of Milford to take affirmative action to employ and to advance in employment, all persons regardless of their status as women, minorities or individuals with disabilities or protected veterans, and to base all employment decisions only on valid job requirements.

Please inform us of any necessary accommodations required during the application process and/or at any time during employment.

Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

Signatures

Employee signature below constitutes employee's understanding of the requirements, essential functions, and duties of the position.

Employee_____ Date_____

Hiring Manager_____ Date_____