USE OF MODEL MUNICIPAL JOB DESCRIPTIONS

**Important Disclaimer:**

 These model municipal job descriptions are provided to member towns/cities for use as a guideline and template for the creation of, or revision to, the town’s/city’s job descriptions. We have attempted to present comprehensive model municipal job descriptions, including all legally required aspects of each job. Those towns/cities who have labor unions may have to negotiate the implementation, or the impact, of these model municipal job descriptions.

**[Town/City] of \_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Health Director**

**Job Description**

|  |  |  |  |
| --- | --- | --- | --- |
| **Title:** | **Health Director**  | **Number/Code:** |  |
|  |  |  |  |
| **FLSA:**  | **EXEMPT** | **Salary Range:** |  |
|  |  |  |  |
| **Union:** | **N/A** | **Created:** |  |
|  |  |  |  |
| **Revised:** |  | **Revision No.** |  |

**Elected \_\_ Appointed \_\_ Hired \_\_**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**General Summary:**

Performs a variety of administrative, supervisory and professional work in direct oversight and control of the Health Department. Responsible for the development and maintenance of programs aimed at the prevention of disease and the promotion of health and wellness.

**Supervision Received:**

Receives general direction from [chief administrative/executive officer]

**Supervision Given:**

Supervises the following departments/divisions:

Supervises all employees of Health Department [“and other employees performing health services functions”].

**Examples of Essential Functions:**

# Plans, supervises and evaluates the Health Department operations and activities, including health department inspections of [Town/City] entities/businesses.

1. Develops policies and procedures for the Health Department as necessary to ensure efficient operation of the department or implements directives from the [chief administrative/executive officer and/or legislative body if applicable].
2. Plans, promotes and implements a comprehensive and diversified offering of local, State and Federal services and programs designed to prevent disease and promote good health under policies established by [chief administrative/executive officer and/or legislative body]; reviews program performance and effectiveness, formulates and implements policies to alleviate deficiencies.
3. Researches and evaluates short and long term health and wellness needs of community residents; collects and records such data as necessary; develops related program goals and recommends program development and related ordinances.
4. Reviews proposed and adopted local, State and Federal legislation and assesses potential impact on Department programming and operations.
5. Assures a safe working environment in the Department through management oversight of the implementation of relevant standards set by Occupational Safety and Health Administration, State and local laws and policies.
6. Promotes positive community awareness regarding the services available.
7. Enforces State and local laws, regulations and standards, including Public Health Codes and sanitation practices; ensures Department compliance with relevant State public health practice laws and guidelines and community standards of care.
8. Confers and coordinates regarding health services, health and wellness education and the provision of services with local, State and Federal government officials, boards, advisory councils, commissions, medical, scientific and other professionals, community and civic groups and the general public.
9. Prepares and presents [or “Assists in the preparation and presentation of”] a proposed annual budget for the Health Department and all related programs; directs [or “assists in”] the implementation of the adopted budget.
10. Assists in the establishment of, and oversees collection of, fees from patients, clients, persons or agencies for services and programs rendered; submits fees collected to appropriate fiscal officer at such times and in such manner as directed.
11. Identifies and pursues funding and other resources; directs, reviews and [if applicable, approves] grant proposal packages; ensures compliance with grant requirements.
12. Assists in the preparation, review and administration of vendor contracts and agreements.
13. Directs and supervises the selection, training, assignment, scheduling, evaluation and discipline of Department employees; administers personnel rules and regulations and collective bargaining agreements for subordinate employees.
14. Directs the development and maintenance of systems, records, and documents that provide for the proper evaluation, control, and documentation of Department activities and programs.
15. Prepares, submits and presents analytical and statistical reports to [chief administrative/executive officer]; attends meetings of [insert appropriate committees, commissions and legislative body].
16. Represents [Town/City] at various meetings; serves as liaison to various government or community organizations, committees, taskforces, boards and commissions; communicates regularly with other local, State and Federal officials and community members.
17. Promotes and publicizes Department programs and activities; prepares and coordinates program and event publicity.
18. Maintains positive working relationships with school officials, community groups, other local service providers and the public regarding program offerings and the coordination of services; promptly and cordially responds to civilian inquiries and complaints pertaining to programs and services.
19. Attends seminars and conferences, and participates in professional public health administration activities to remain current on developments in relevant fields.

**Other Job Functions:**

1. Perform all related work as needed.
2. [if applicable: Acts as Town/City Sanitarian.]

**Minimum Qualifications:**

**Education & Experience:**

1. The Health Director shall (1) be a licensed physician and hold a degree in public health from an accredited school, college, university or institution, or (2) hold a graduate degree in public health from an accredited school, college or institution.
2. \_\_ years of increasingly responsible experience in public health administration, including \_\_\_ years of management and supervisory experience.
3. Suitable experience may be substituted for education attainment if deemed appropriate by the [Town/City Manager] or his/her designee.

**Knowledge, Skill and Ability:**

1. Thorough knowledge of the principles and practices of public administration.
2. Thorough knowledge of public health programs and Public Health Codes.
3. Thorough knowledge of epidemiology and sanitation.
4. Considerable knowledge of community health and wellness needs.
5. Skill in financial and human capital management.
6. Skill in the use of computers, including [insert specific software].
7. Ability to maintain the highest standards of professional ethics.
8. Ability to prepare detailed reports, plans and specifications and perform reliable research as needed.
9. Ability to maintain positive working relationships with school officials, community groups, other local service providers and the public.
10. Ability to read, analyze and interpret general business periodicals, professional journals, technical procedures and government regulations.
11. Ability to establish and maintain complex files and records systems.
12. Ability to process large quantities of paperwork accurately and efficiently and work with a minimum of supervision.
13. Ability to compose clear and correct written correspondence and reports; ability to effectively present information verbally and respond to questions from government officials, community service providers, vendors, customers/residents and the general public.

**Additional Eligibility Requirements:**

1. Valid, active Motor Vehicle Operator’s License required.

**Physical Demands:**

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

While performing the essential functions of this job, the employee is frequently required to stand, walk; use hands and fingers, handle or operate objects, controls or standard office equipment, reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and taste or smell.

The employee must frequently lift and/or move up to **X** pounds, and occasionally lift or move up to **Y** pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

**Work Environment:**

This job operates in a professional office environment with [regular or occasional] related field work. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines.

While performing the duties of this job, the employee may occasionally work in outside weather conditions. The employee may occasionally work near moving mechanical parts; in precarious places; may occasionally be exposed to wet and/or humid conditions, extreme cold, extreme heat, fumes or airborne particles, toxic or caustic chemicals, communicable diseases, vibration and life threatening situations. It may be expected that the individual could be exposed to blood or other potentially infectious materials during the course of his/her duties. The noise level in the work environment is usually quiet in the office, and moderately noisy to noisy in the field.

**Position Type/Expected Hours of Work:**

This position is [choose one]:

[at will]

[collective bargaining unit member]

[town contract]

[elected]

This is a full time position and hours of work and days are \_\_\_\_\_\_\_\_\_. This position [occasionally/regularly] requires long hours beyond those scheduled hours, including evening and weekend work as job duties demand

**Travel:**

Travel is primarily local during the business day, although some out of the area travel and overnight may be expected for conferences and seminars.

**Other Duties:**

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

EEOC STATEMENT:

It is the policy of the [Town/City] of \_\_\_\_\_\_\_\_\_ to provide equal employment opportunity to all persons regardless of age, color, national origin, citizenship status, physical or mental disability, race, religion, creed, gender, sex, sexual orientation, gender identity and/or expression, genetic information, marital status, status with regard to public assistance, veteran status, or any other characteristic protected by federal, state or local law. In addition, the [Town/City] of \_\_\_\_\_\_\_\_\_ will provide reasonable accommodations, that do not present an undue hardship, for qualified individuals with disabilities.