

**TOWN OF SHARON
JOB DESCRIPTION**

Title of Position: HEALTH ADMINISTRATOR

Department/Appointing Authority: BOARD OF HEALTH

Date: March 26, 2012

Originator: BOARD OF HEALTH

Personnel Board Use Only

Classification: MP-1

Effective Date of Classification: 7/1/05

Classification Authority: Personnel Board Collective Bargaining

1. Summary Description

Professional, administrative and supervisory work managing, coordinating, and implementing the varied responsibilities of the Sharon Board of Health, which include the proper implementation and enforcement of state and local public health statutes, regulations, and bylaws, health promotion activities, emergency response planning, and the provision of health services directly to town citizens.

2. 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.

- Serves as principal staff member to the Board of Health, drafting and developing policies, making recommendations to the Board and undertaking special analyses and projects as assigned by the Board;
- Develops annual Health Department budget recommendations for Board of Health approval and assists in presenting to the Town Finance Committee;
- Manages operational budget and dedicated/revolving revenue accounts;

- Drafts and updates an annual operational plan for the Health Department for the Board's approval;
- Directs and supervises Health Department activities, programs, staff and contracts, except with respect to the professional license responsibilities of the nursing staff and the provision of direct patient care;
- Manages and certifies Health Department payroll and schedules;
- Administers contracts, as authorized by the Board;
- Advises the Board on proper procedures for amending regulations and issuing variances, enforcement orders and licenses, including arranging for hearings, advertisements, notifications, etc.;
- Manages the policies and procedures for all applicants who wish to obtain a variance from Board of Health rules and regulations;
- Coordinates closely with the Health Agent for Engineering on Board of Health matters under his/her jurisdiction;
- Prepares formal enforcement orders for action by Board of Health;
- Assists the public with the department-related services in a professional and courteous manner by responding to questions, processing applications, issuing licenses and permits, and offering guidance on public health issues, programs and regulations;
- Represents the Board at public forums and before the media; Interacts with media when responding to or preventing public health menace/threats;
- Conducts and/or oversees all necessary licensing, permitting, inspections and testing programs as mandated by law, or those established by the Board of Health, with the exception of those assigned to and conducted by the Health Agent for Engineering;
- Reviews and implements Board of Health policies, methods and procedures within the Health Department;
- Enforces applicable health laws, local by-laws and regulations including and not limited to; communicable diseases, septic systems, housing, lead paint, food, tobacco, asbestos, hazardous materials, hazardous wastes, solid waste management, semi-public and public pools and beaches, mosquito control, animals, wells, public and private drinking water quality, air quality, and general health nuisances, as directed by the Board;
- Plans and manages the beach and semi-public pool water quality testing program; Handles routine and emergency issues; Analyzes unusual results and determines need for retesting;
- Coordinates directly or indirectly on Local Emergency Planning Committee (LEPC), and other local and regional committees, as directed by the Board;
- Consults with Town Counsel and the Board of Health on litigation and hearings;
- Manages the "low income residential trash" program including review of residents' confidential income information;
- Works with state authorities on health regulations and related issues;
- Attends training programs, reviews bulletins and regulations to keep current with public health regulations and policies and advises the Board, as necessary;

- In collaboration with the Public Health Nurse, assesses and evaluates the local community's health needs and recommends programs or intervention and solutions to these needs, with follow through as directed by the Board of Health;
- In collaboration with the Public Health Nurse, promotes community public health activities and initiatives;
- Prepares Board of Health agendas in collaboration with the Chair;
- Attends Board of Health meetings and prepares minutes for the Board's approval;
- Performs miscellaneous related duties as required by the Board of Health;
- The employee makes frequent contact and coordinates with other town and state officials with responsibility for Board of Health matters, as well as with town residents and the general public;
- The employee has regular access to wide variety of confidential information including pending civil enforcement cases, official personnel file, bid documents, lawsuits, criminal investigations and records, patient medical files and financial information of town residents;
- Errors could result in legal repercussions to the town and/or the invalidation of public health rules and regulations due to improper administrative procedures, as well as monetary losses, and lower standards of service to town citizens.;
- The employee is occasionally required to lift/move objects weighing up to 30 pounds; includes ability to operate a keyboard efficiently and to sit at computer for long periods. Vision must be adequate for extensive use of computer.

3. Supervision

Supervises the work of, but does not perform formal evaluations of, Health Department staff and contracted workers. Supervises three (3) part-time employees (Administrative Assistant, Health Agent for Sanitary Inspections and Enforcement, and Animal Inspector) including regular and contracted employees, as well as varying number of seasonal and fill-in workers, and potentially others. Provides administrative supervision of the Public Health Nurses.

4. Reporting Structure

Works under the broad policy direction of the Sharon Board of Health, following Town and State rules, regulations, by-laws and policies, when available. Requires the ability to plan and perform operations, and to independently identify, plan, and complete work to accomplish Board of Health functions. Responds to many situations not clearly defined by precedent or established procedures. Generally refers questions to Board of Health only when clarification of operating policies and procedures are needed.

5. Physical Environment

Work is generally performed under typical office conditions with constant interruptions. May work outside of normal business hours, at night or on weekends during emergencies; may be required to wear safety equipment

6. Education/Basic Knowledge

- Bachelor's Degree required, or an equivalent combination of education and experience;
- Working knowledge of Massachusetts Public Health and Environmental Regulations;
- Ability to correctly interpret and firmly, tactfully and impartially apply relative state and local health laws and regulations;
- Ability to appropriately respond in the event of public health menace / threats;
- Ability to prepare written reports and maintain efficient and effective records;
- Ability to organize time, work independently and accomplish tasks, despite frequent interruptions;
- Ability to work collaboratively;
- Ability to assess situations and react promptly;
- Ability to learn new technical information pertaining to the functions of the Board;
- Requires excellent organizational skills;
- Requires skill and ability in operating standard office equipment, including word processing, spreadsheet applications, and data management;
- Clear and concise written and oral communication;
- Valid drivers license along with a satisfactory driving record.

7. Experience

At least five years of experience in a responsible administrative position, with three years in a public health environment; or an equivalent combination of education and experience.

This 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.