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DIRECTOR OF HEALTH
NAUGATUCK VALLEY HEALTH DISTRICT
JOB DESCRIPTION

GENERAL STATEMENT OF DUTIES

Assumes responsibility for achieving and maintaining healthy and safe conditions through the enforcement of the Public Health Code, CT General Statutes, and local ordinances pertaining to public health within the jurisdiction of the Naugatuck Valley Health District. This position has the responsibility for making difficult health and safety decisions. The Director of Health provides the mandated Ten Essential Services of assessment, policy development and assurance for local public health programs in the district with a commitment to the promotion of health and the prevention of disease. The Director of Health also maintains the district's national public health accreditation status by coordinating strategic planning, workforce development, quality improvement, performance management, community health improvement and other related activities.

ACCOUNTABILITY AND SUPERVISION

Directly responsible to the Board of Directors and provides supervision to the staff of the Naugatuck Valley Health District.

WORKING ENVIRONMENT

The Director of Health is required to perform occasional lifting of equipment and materials weighing up to 25 pounds. Duties require climbing up and down stairways, significant walking and/or standing, some of which may be on uneven ground. Working outdoors in inclement weather may be required. The work requires the use of a computer and other business machines.

DUTIES AND RESPONSIBILITIES

- Takes responsibility for the overall operation of the district including, but not limited to, program planning, budgeting, management, and evaluation, based upon community needs and district resources. Involves staff in planning and communicates to them clear goals and objectives.

- Assumes responsibility with the Board of Directors for the development and maintenance of a written philosophy and objectives, and all other governing body directives.
- Assumes responsibility for the implementation of policies and procedures, philosophy and objectives, and all other governing body directives.
- Assumes responsibility for maintenance of district's compliance with the Connecticut General Statutes, the Public Health Code, and other relevant regulations, codes and ordinances.
- Advises other administrative staff, Board of Directors, Finance Committee and Personnel Committee on matters relating to functions, standards and qualifications, and other personnel policies. Provides a written activity report to Board of Directors submitted with agenda.
- Assumes responsibility for recruiting, hiring, evaluating, and terminating all staff.
- Ensures orientation of new staff members and sets a district climate which promotes opportunity for staff development.
- Serves in an ex-officio capacity on the following: Board of Directors, Executive Committee, all Board committees and maintains ongoing liaison among these committees and the staff. Responsible for orientation of new Board members and monthly Board education. Through this ongoing liaison the governing body and staff are informed of current organization, community and industry trends.
- Establishes goals, objectives and performance standards and conducts administrative reviews and program evaluations in order to monitor and improve the effectiveness and efficiency of district services.
- Administratively responsible for budgeting, cost studies, contractual arrangements, long-range financial planning, cost effectiveness of internal operations, funding and grant development, and overall fiscal management of the organization in cooperation with the Board Finance Committee and with the support of the Business Manager.
- Develops with staff record and reporting systems, and uniform accounting and measurements of outcomes.
- Provides professional leadership to maintain a cohesive staff working for common goals, which are communicated to staff.

- Collaborates with other community agencies and promotes interagency communication.
- Participates in local, state and national professional activities; shares information gained with staff and Board of Directors.
- Represents district to the community, promotes public relations and understanding of district programs and community education.
- Supports continuing education to maintain and improve applicable skills.
- Assures the State of CT mandates including the Ten Essential Services of Public Health are being met.
- Ensures national accreditation status is maintained in fulfillment of the mandated Ten Essential Services.
- Assures that all program and financial reports are filed accordingly, including the district Annual Report, Annual Report to the State, Town Annual Reports, and reports to funders.

KNOWLEDGE, SKILLS AND ABILITIES

- Thorough knowledge of the modern methods, principles and practices of public health. Knowledge of the causes, impacts of, and solutions to current public health problems.
- Knowledge of, and the ability to interpret, explain and enforce the laws, ordinances and regulations governing the practice of local public health.
- Ability to plan, coordinate, administer, and evaluate district programs in the community.
- Ability to think and act independently and creatively within the framework of established policies and procedures.
- Ability to plan, coordinate and supervise the work of others.
- Ability to communicate effectively, both orally and in writing.
- Ability to follow oral and written directions.
- Ability to read and understand complex written material.

- Ability to prepare and maintain various records and reports, including computerized records and reports.
- Ability to be a team player and a team leader.
- Ability to deal with individuals in highly sensitive and confidential matters.
- Utilizes statistics and trends for forecasting and planning.
- Strong organizational skills with an ability to competently manage multiple tasks.
- Strong interpersonal skills with a desire to work collaboratively with individuals, groups, multiple agencies, the general public, and diverse communities.
- Computer skills including some database management.

QUALIFICATIONS

The Director of Health 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. Experience in Public Health Administration is highly desirable. Other public health certifications are a plus.

SPECIAL REQUIREMENTS

- Possession of a current CT Motor Vehicle Operator's License with access to a motor vehicle and current motor vehicle insurance coverage is required.
- Testing for substance abuse, a physical examination, and a criminal background check may be required as part of the employee procedures.
- All offers of employment are subject to one year probation.