

TOWN OF TRUMBULL

DIRECTOR OF HEALTH

HEALTH

Plans, organizes and directs a multi-service public health program to provide a safe and healthful environment through community-health and wellness programs, enforcement of Town, state and federal ordinances and regulations and monitoring the incidence of disease to effect control of disease, taking emergency action as needed

GENERAL STATEMENT OF DUTIES:

1. Leads staff in preparing near-term and long-range plans to meet present and future health needs of Town.
2. Oversees the inspection of food service establishments, sub-surface sewerage water and wastewater systems, private and semi-private drinking water supplies, housing and commercial or industrial establishments to assure that Town and State Health Codes are maintained and/or violations are corrected.
3. Through public health educator and community resources, develops health education and disease prevention programs.
4. Oversees the planning and enactment of community health programs through staff and community services, well-child clinics and direct clinical services to young adults, the indigent and the elderly. Services may include mental health programs, senior health services, sexually transmitted disease clinics, blood pressure screenings and nutritional programs among others.
5. Oversees laboratory services examining public and private water supplies and specimens relating to communicable diseases.
6. Works directly with the Board of Health and medical providers to assure a constant monitoring of community health to provide adequate response to pressing health service needs and emergencies as they appear.
7. Assigns work to subordinate staff in the functional areas of environmental health, community health education, community health and nursing services, laboratory services, and in special programs such as mental health and nutrition.
8. Develops and supervises in-house training programs.
9. Prepares reports for the state and federal governments. Prepares narrative and statistical reports of some complexity for the First Selectman, the Board of Health and the Town Council upon request.
10. Formulates policies and procedures for the operations of the department.
11. Oversees the establishment and maintenance of all public health records.
12. Speaks to civic, cultural, and other public groups on community health programs, services and related public health topics.
13. Coordinates activities with other Town departments in enforcing Town and State Health Codes.
14. Prepares the annual budget of the Department and oversees administration of current budget.
15. Oversees all aspects of acquisition and administration of new and existing grants.
16. Plans work according to established procedures and priorities in organizing departmental work.
17. Performs related work as assigned.

SUPERVISION RECEIVED:

Works under the administrative direction of the First Selectman/Board of Health

SUPERVISION EXERCISED:

Overseen and manages all personnel assigned to the Health department.

MINIMUM QUALIFICATIONS, KNOWLEDGE, SKILL AND ABILITY:

1. Thorough knowledge of public health administration, policies and practices.
2. Knowledge of departmental administration procedures including planning, co-ordination and program evaluation.
3. Ability to interpret complex health and housing codes and statistical data.
4. Ability to prepare narrative and statistical reports of complexity in clear and concise terms for the lay person.
5. Excellent oral and written communication skills.
6. Ability to appear in public forums to present health policies and programs.
7. Ability to deal effectively with Town officials, the public, and the media.
8. Ability to prepare an operation budget.
9. Ability to monitor complex financial records.
10. Ability to develop public and employee health programs as needed.
11. Ability to supervise.
12. Ability to keep abreast of developments, innovations and regulations pertaining to public health.

Supplemental: Motor Vehicle License required.

EXPERIENCE AND TRAINING:

Master's Degree in Public Health and (6) six years increasingly responsible experience in public health administration, including two years as head of a major unit within a public health program or agency.