

City of Lynn, Massachusetts



Public Health Director Level 2 Department Head

Under the direct supervision of the Chief of Inspectional Services, the Public Health Director will have the following responsibilities:

- A. Administration and supervision of the Inspectional Services Public Health Division.
- B. Filing for, acquiring and administering public health and safety grants.
- C. The supervision of all nursing services and the public health clinic.
- D. Available as essential personnel when directed by the Chief.
- E. Plans, develops policies and procedures for, coordinates, participate in and directs all activities of the Public Health Division.
- F. Promotes public interest in community health services.
- G. Aid and assist, upon request, any other city agency as same pertains to public health.
- H. Any other assignment as directed by the Chief of Inspectional Services.

Duties:

- A. Direct supervision of the Public Health Coordinator, Nurse Supervisor and Grant funded employees.
- B. Develop and implement policies and procedures for the Public Health Division for approval by the Chief.
- C. Acts as technical advisor to the Lynn Board of Health.
- D. Prepare the Public Health Division's operating budget for submission to the Chief.
- E. Planning, organization, scheduling and supervision of all Public Health Division staff and contractors.
- F. Evaluating and providing written reports on the performance of employees of the Public Health Division.
- G. Direct operations of the public clinic and nursing staff.
- H. Directly supervise the Public Health Divisions expense and personnel budget and purchasing expenditures.
- I. Plans, schedules, coordinates and oversees contracted grant employees.
- J. Prepare an annual report of all activities of the Public Health Division including expenditures and projects as well as recommending any required projects for the Division.
- K. Researches and evaluates new equipment, products and methods to maintain best practices by the Public Health Division.
- L. Maintains and schedules appropriate regular training and safety training for all Public Health Department personnel.
- M. Attend and participate in grievance and Civil Service hearings, arbitrations and other labor negotiations or hearings as needed.

- N. Maintain Division compliance with all Collective Bargaining Agreements and recommend changes to same to the Chief.
- O. Serve in an advisory capacity to the Chief as same pertains to public health concerns.
- P. Attend City Council, Board of Health, School Committee, School Department and other public or private meetings and hearings when directed to by the Chief.

Qualifications:

Bachelor's degree and 5 -7 years of experience in public healthcare, municipal or related work experience. A Master's Degree in Public Health Administration/Management is preferred. Ability to read, analyze and interpret general business periodicals, professional journals, technical procedures or governmental regulations. Ability to write reports, business correspondence and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers and the general public.

Must maintain a Massachusetts driver's license and be able to communicate effectively with elected and public officials, staff, union officials and citizens. Must be available to respond to off hour's emergencies.

Must be a Lynn resident or be willing to move to the City within six months of accepting the position

Posted: Monday, August 8, 2016

Close: Friday, August 19, 2016

Application and resume must be submitted to the Personnel Department, Room 412, Lynn City Hall by the close of business (12:30) Friday, August 19, 2016.

The City of Lynn is an Equal Opportunity Employer.