

City of Lowell
Job Description
Please Post: October 27, 2015
Deadline: November 23, 2015
Director of Health and Human Services
Health and Human Services Department

Job Title: Director of Health and Human Services (1100-DH02, 2213)
Department: Health and Human Services
Reports To: City Manager
FLSA Status: Exempt
Union: Non-union/Ordinance
Salary: \$87,310.08 to \$102,552.84 (max) per City Ordinance

SUMMARY

Under direction of the City Manager, responsible for planning, coordinating, organizing, directing, administering and promoting all municipal activities relating to community health programs, for enforcing public health laws, ordinances, and regulations and human services.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Plans, develops policies and procedures for, coordinates, participates in, and directs all activities of the human services unit. This includes, but is not limited to, elderly, youth, consumer protection, disabled, intergroup relations, community organization and citizen participation, and a broad program of community health nursing services, mass immunizations, tuberculosis, well-child and other clinics, medical care, communicable disease and epidemic control, vital statistics, and the issuance of pertinent licenses and permits.
- Plans, assigns, directs and reviews the work of a large staff of professional, administrative, inspectional, and clerical personnel. Plans and conducts in-service training and staff conferences.
- Interprets, administers, and enforces public health laws, ordinances, rules, and regulations.
- Coordinates municipal human services program activities with federal and state agencies, City agencies, community and non-profit groups, neighborhood groups, and the general public.
- Promotes public interest in, understanding of, and recognition of the need for, community health and human services through published reports and articles, press and radio releases, and addresses to professional and lay groups.
- Confers with responsible officials of state, federal, municipal, and community health and human services agencies to develop programs and services, and to discuss problems of community health and human services.
- Supervises and participates in the preparation of annual office budget and report.

- Provides advice and assistance to all municipal agencies on matters pertaining to health and human services programs.
- Conducts regular staff meetings with health and human services staff personnel to receive periodic reports and to provide assistance on major administrative problems.
- Performs related work as required.

SUPERVISORY RESPONSIBILITIES

Reports directly to the City Manager; delegates considerable authority for the performance of day-to-day activities to appropriate divisional personnel with a major emphasis on overall administration and coordination; responsible for supervision of subordinate managers who supervise employees. In addition, provides administrative oversight to the Divisions on Council on Aging, Pollard Memorial Library, Recreation, and Veterans Services.

Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

Bachelor's degree and 5-7 years of experience in public healthcare, municipal, or educational environment, or related work experience. Master's degree in Public Health Administration, Nursing, Social Work or Education highly desirable or any equivalent combination of education, training and experience which provides the required knowledge, skills and abilities to perform the essential functions of the job.

LANGUAGE SKILLS

Ability to read, analyzes, and interprets 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.

MATHEMATICAL SKILLS

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute percent and to draw and interpret bar graphs.

REASONING ABILITY

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

PHYSICAL DEMANDS

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

While performing the duties of this job, the employee is occasionally required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; talk or hear; and taste or smell. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally exposed to fumes or airborne particles and outside weather conditions. The noise level in the work environment is usually moderate.

Qualified individuals should send a resume, cover letter, and three (3) references to: Mary Callery, Human Relations Director, City of Lowell Human Relations Office, Room 19, City Hall, Lowell, Mass 01852 by 4:00pm on: Deadline: November 23, 2015. Applicants may also submit resume, cover letter, and three (3) references to cityjobs@lowellma.gov

EOE/AA/504 Employer