



BRISTOL-BURLINGTON HEALTH DISTRICT
240 Stafford Avenue, Bristol, Connecticut 06010-4617
Tel. (860) 584-7682 • Fax (860) 584-3814

Director of Health Position Opening

The Board of Health of Bristol-Burlington Health District is seeking a highly skilled, committed and well-experienced public health professional to manage the Bristol-Burlington Health District. The Director of Health is responsible for the planning, coordination, oversight and administration of a full-service local health department serving two municipalities with a total population of 70,000 residents. To achieve the goal of the District's motto: *"Healthy People -- Healthy Communities"*, the District Director of Health is responsible for identifying community health needs, being an advocate for policy change and dissemination of public health information, enforcement of public health statute, regulations and ordinances, oversight of all work, conduct of hearings, investigations and reports, emergency planning for the protection of public health, development of the annual budget of the District and management of the adopted budget, and management of working relationships with member communities, agencies and other public and private groups, stakeholders and the public.

The Director of Health shall have:

- Extensive knowledge of public health science, communicable disease investigation and control and environmental health, and be able to apply this knowledge to practice, policy and programs.
- Thorough knowledge of public health law, and the principles and practice of administration, with the ability to enforce applicable law.
- The managerial ability to: direct and control a spectrum of programs, to hire, train and discipline employees and work with a diverse group of organizations, groups and agencies.
- Skills related to financial management.
- Ability to express ideas logically and clearly using written, oral and electronic media formats.
- Ability to analyze complex data.
- Significant skill in development and management of a team environment, either in a leadership role or as a member of a larger team environment.

The Director of Health supervises a staff of forty one (41) persons including environmental, public health nursing, administration/secretarial, school health, dental health, and housing code, as well as an Emergency Preparedness consultant.

Bristol-Burlington Health District was formed by the City of Bristol and the Town of Burlington in 1979. The Board consists of five members from Bristol and one member from Burlington, and

meets monthly. The Director of Health is hired by the Board and reports directly to them. He/she is a nonvoting member of the Board and serves as its Secretary/treasurer/executive officer. The current budget of the Health District is \$3,593,737.00.

The Health District member communities are served by a well-experienced staff of licensed Sanitarians, Nurses, Dental Hygienists and other professionals, working cooperatively and seamlessly. The current Director of Health is retiring following 54 years of experience and service in Preventive Medicine and Public Health, the last five at BBHD.

Minimum Required Education and Qualifications:

- Master Degree in Public Health from an accredited academic program.
- Hold or be eligible for an unencumbered Connecticut driver's license.
- Meet qualifications for bonding.

Residency in one of the Health District member towns is not required.

Minimum Prerequisite Experience:

The Director of Health shall have at least eight or more years of progressively responsible professional experience with at least five years' experience in a management or leadership position in a comparable municipal, district or other public health agency or organization. Certification/licensure in areas of Public Health practice such as Environmental Health is desirable.

Compensation:

The salary range for this position is \$95,000 – 105,000. The starting salary will be based on knowledge, experience and background of the candidate. There is a benefit package including:

- Medical and dental insurance for the Director and dependents
- Vacation, personal, sick, holiday and other leave benefits
- Access to additional voluntary medical or disability insurance benefits
- A city-sponsored retirement package
- Access to 457k and other contribution plan.
- Group life insurance
- Agency funding for professional memberships, continuing education, professional meetings and national conferences.

To apply: Submit letter of intent, resume/C.V. and completed application to: Bristol-Burlington Health District, ATTN. W. Brownstein, MD, 240 Stafford Ave, Bristol, CT 06010-4617

A blank application form may be found at: <http://bbhd.org>, along with other information concerning the Health District.

Closing date for applications is 4:00 pm on Tuesday, June 1, 2018.