

Middletown, CT Job Description

Classification Title	Director of Health/Vital Statistics
Job Code	
Department	Health
Union Group	Teamsters 671
FLSA Status	Exempt
Pay Grade	

PURPOSE OF POSITION

The purpose of this position is to direct and manage the operations and programs of the Health/Vital Statistics department for the City of Middletown. Acts as Registrar of Vital Statistics.~~The work is performed under the direction of the Mayor.~~

ESSENTIAL DUTIES & RESPONSIBILITIES

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job. Employees may be requested to perform job-related tasks other than those specifically presented in this description.

- Directs the operations and programs of the Health Department.
- Acts as Registrar of Vital Statistics. Maintains public records. Oversees environmental issues, which includes housing, food inspection, sewer and water systems and lead and radon exposures.
- Performs infectious disease surveillance in the community. ~~prepares and administers annual budgets. Plans work and establishes priorities.~~
- Enforces all City and State health codes and ordinances.Oversees health education and preventative programs in the community.
- ~~Maintains all public health records~~Supervises and manages department personnel. sSelects new employees and; provides instruction and training. ~~pPlans,~~ coordinates, assigns and review-s work. aAllocates personnel, maintains standards and evaluates performance.
- ~~Oversees the inspection of food, sewers and water systems, health and housing.~~
- ~~Develops health education and preventive programs. Oversees Community Health programs.~~
- ~~Provides services to the City including physicals, accident investigation, safety programs and counseling services.~~
- ~~Works directly with the Board of Health and coordinates operations and programs with other City departments and outside agencies. Works closely with the School Medical Advisor.~~

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- ~~• Leads staff in preparing long and short-term goals for department operations and programs.~~
- Acts as a liaison and represents the City and the Health Department to other agencies and the public. ~~• Speaks to civic, cultural and other public and community groups.~~
- Prepares a variety of reports, documents and correspondence. ~~• Prepares reports for state and federal government agencies and for the Mayor, Common Council and Board of Health.~~
- Perform other related duties as assigned.

MINIMUM JOB QUALIFICATIONS

Education and Experience

Master's degree in Public Health ~~and at least five years of progressively responsible experience in Public Health administration. or MD with five years of progressively responsible Public Health administration experience or any combination of education and experience that provides equivalent knowledge, skills and abilities.~~

Appropriate education substitutions can be made.

PREFERRED QUALIFICATIONS

Medical Degree/License.

KNOWLEDGE, SKILLS, and ABILITIES

- ~~Requires the a~~Ability to perform upper-level data analysis, including the ability to hypothesize, theorize and assimilate, to modify or adapt existing policies/methods to meet unusual conditions within the context of existing theories and management principles.
- Ability to manage and direct a group of workers, including the ability to provide counseling and mediation. Ability to persuade, convince and train others. Ability to advise and interpret regarding the application of policies, procedures and standards to specific situations.
- ~~Requires the ability to utilize reference, descriptive, consulting, design and advisory data and information such as diagnostic reports, technical studies, appraisals,~~

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~~codes, ordinances, professional journals, web sites, legal briefs, economic analysis, and organizational analysis.~~ Knowledge of government operations

- ~~Requires the ability to communicate orally and in writing with the Mayor, Common Council, all department personnel, State Health Department representatives, other Health Directors, Board of Health, state and local politicians, schools, community groups and the public.~~ Knowledge of public health practice and law
- ~~Requires the ability to perform addition, subtraction, multiplication and division; calculate percentages and decimals; may require the ability to perform mathematical operations with fractions.~~ Knowledge in medical field
- Ability to Relate to and interact with a non-traditional and diverse student and employee population
- Ability to Work independently
- Ability to Balance competing requirements and needs of client organizations
- Ability to Apply listening and interview skills, work under pressure, address conflict, solve problems, and make sound split-second judgments
- Ability to Read, analyze, and interpret standards, policies, procedures, and regulations
- Ability to Develop and write reports, policies, and correspondence
- Ability to Handle common inquiries or complaints
- Ability to Apply concepts such as fractions, percentages, ratios, and proportions to practical situations
- Ability to Define problems, collect data, establish facts, and draw valid conclusions
- Ability to Interpret an extensive variety of data and instructions in written, oral, schedule, mathematical, or diagram form and deal with several abstract and concrete variables
- Ability to Exercise good judgment and focus on detail as required by the job
- Ability to Operate standard office equipment, such as computer keyboards and monitors, copiers, scanners, and telephone
- Ability to Use (or learn to use) computer software and systems applicable to the position
- Ability to Follow oral and written instructions and procedures

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- Ability to Collect, organize, and interpret data and prepare accurate records
- Ability to Compare data from a variety of sources for accuracy and completeness
- Ability to Organize large volumes of detailed data and information
- Ability to Verify and maintain accuracy of detailed data and information, detect data errors
- Ability to Meet schedules and deadlines of the work unit
- Ability to Communicate in English effectively orally and in writing
- Ability to Maintain well-organized materials, files, systems and tools
- Ability to Aadapt to changes in work situations and priorities
- Ability to Reason/analyze; use logic to identify and resolve problems
- Ability to Evaluate, organize, and summarize data and information
- Ability to Establish and maintain constructive and cooperative interpersonal relationships with staff, peers, supervisors, or managers in the work unit and other departments, as well as with staff of outside entities and other individuals, as applicable to the essential duties and responsibilities
- Ability to Satisfy the needs of internal and external customers accurately and promptly, treating customers with fairness and respect.

PHYSICAL REQUIREMENTS

- ~~Requires the ability to operate, calibrate, tune and synchronize, and perform complex rapid adjustment on equipment, machinery and tools such as a computer and other office machines, medical equipment and/or related materials used in performing essential functions.~~
- ~~Ability to coordinate eyes, hands, feet and limbs in performing skilled movements such as rapid keyboard use.~~
- ~~Tasks involve the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and pulling of objects weighing five to ten pounds.~~

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- ~~Requires the ability to recognize and identify similarities or differences between characteristics of colors, shapes and sounds associated with job-related objects, materials and tasks.~~

Exerting up to 10 pounds of force occasionally, a negligible amount of force frequently, and/or or constantly having to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

WORKING CONDITIONS

The working conditions 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.

- ~~Ability to work under safe and comfortable conditions where exposure to environmental factors is minimal and poses a very limited risk of injury~~

Position requires stooping, kneeling, crouching and reaching.

The City of Middletown, CT is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

Date created:	03/03/15
Dates revised	