



# Englewood

Human Resources

P.O. Box 228 • Englewood, N.J. 07631 • (201) 871-6660 • Fax (201) 541-5424

## CAREER OPPORTUNITY

**DATE:** July 5, 2024

**TO:** All City of Englewood Employees & External Applicants (subsequently)

**FROM:** Human Resources 

**SUBJECT:** Available Position – Director of Health Services / Health Officer

There is (1) unclassified, exempt position available in the Department of Health for a Director of Health Services / Health Officer.

**Compensation:** The salary range is \$110,000 - \$120,000 annually

**Benefits:**  
Medical & Prescription Coverage (Shared-Cost)  
Paid Time-Off (Vacation, Sick, Personal & Holiday Leave)  
NJ State Pension (PERS/DCRP if eligible)  
Voluntary Benefits (Vision, Dental, FSA, & Short Term Disability)

**Schedule:** Monday – Friday (On-Site)  
9:00am - 5:00pm

**How to Apply:** Please submit your resume to  
City of Englewood  
Department of Human Resources  
2-10 N. Van Brunt Street  
Englewood, NJ 07631

Email: [hr@cityofenglewood.org](mailto:hr@cityofenglewood.org):  
Subject: Director of Health Services/Health Officer

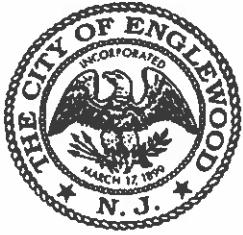
A complete job description is hereto attached.

**POST:** July 5, 2024

**REMOVE:** Will Remain Posted Until Filled

The City reserves the right to interview applicants and to hire while this position is still active.  
**AN EQUAL OPPORTUNITY / REASONABLE ACCOMODATION EMPLOYER**

cc: R. Hoffmann, City Manager  
Englewood Board of Health



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## DIRECTOR OF HEALTH / HEALTH OFFICER

### **JOB SUMMARY:**

The Director of Health / Health Officer (DOH/HO) is an unclassified, exempt position that reports to the Board of Health and City Manager. The DOH/HO functions as the Chief Executive Officer of the local health agency; recommends local public health policies, plans, develops, and coordinates the programs of the health department, and directs the enforcement of public health within the municipality of Englewood; works to ensure the efficient and cost-effective operation of the Department; will be responsible for negotiations with the labor union; sets and enforces Department policy; works closely with other department heads and agencies to ensure smooth function and operation. Performs other work as related and/or required by the Board of Health and City Manager.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

Per NJ Administrative Code Chapter 52, Subchapter 5 entitled "Administrative Services": the functions of management and leadership include, but are not limited to, planning, organization, public health staffing, coordination and response, budgeting, and evaluation and reporting.

- Directs, coordinates, organizes, and delegates public health initiatives
- Oversees and supervises full-time, part-time, and consultant personnel (technical, professional, administrative, and paraprofessional)
- Directs and/or coordinates training, orientation, and professional development of Department staff.
- Attends policy meetings with Federal, State, County, and local officials.
- Gathers information on departmental initiatives (e.g. individuals, agencies, funding sources, community-based organizations, etc.).
- Maintains regular supervisory meetings with unit supervisors within the department, and individual staff on a need basis. Ensures availability and accessibility to staff for advice and guidance on unusual problems and crises.
- Oversees recruiting and interviewing; submits hiring recommendations to the Board of Health and City Manager. Works with unit supervisors to correct employee deficiencies; implements discipline and termination procedures. Evaluates staff and makes recommendations for promotions or disciplinary actions to the Board of Health and City Manager.
- Plans, directs, and coordinates, through unit supervisors, the department's work plan; meets with management staff to identify and resolve problems; assigns projects in programmatic areas of responsibilities; reviews and evaluates work methods and procedures.
- Establishes administrative policies and procedures for the department and staff in cooperation with the Board of Health.

- Prepares and presents press releases to the general news media concerning department programs and other public health emergencies such as epidemics, bioterrorism, and unusual climatic conditions (hurricanes, floods, etc.).
- Attends and participates in public functions and meetings to promote department programs and services.
- Maintains effective relationships with other city departments' employees and the general public.
- Directs the establishment and maintenance of records and files, observing Federal, State, and local guidelines on confidentiality.
- Learns and utilizes various types of electronic and/or manual recording and information systems used by the agency, office, and related units.
- Monitors budget expenditures (departmental or grant) and reports to Health Officer the status on a timely basis.
- Accompanies the City Manager or designee and participates in contract negotiations
- Submits monthly reports to the Board of Health and City Manager
- Performs other related duties and responsibilities as required by the Board of Health and City Manager

**QUALIFICATIONS:**

- Valid New Jersey Health Officer's License.
- Five years executive/senior management and leadership experience in public health. Master's in Public Health, Public Administration, or similar health related masters or higher degree. Experience in community health is desirable. Appointees will be required to possess a valid New Jersey driver's license only if the operation of a vehicle, rather than employee mobility, is necessary to perform the essential duties of the position.
- Must have a working knowledge of Microsoft Office applications, including Word, Excel, Power Point, and other computer applications and information systems.

**KNOWLEDGE, SKILLS AND ABILITIES:**

- The Director/Health Officer will be expected to cope with multiple and changing demands related to public health and to meet tight deadlines. A high level of intellectual rigor, motivational skills, diplomacy, tact and flexibility are required.
- Knowledge of federal, state, and local public health laws, rules, regulations, ordinances, policies, standards, and procedures.
- Knowledge of the local sanitary codes.
- Knowledge of modern preventive disease measures.
- Knowledge of modern techniques of public health administration.
- Knowledge of record maintenance for a modern public health program.
- Ability to organize work, analyze problems, and develop effective work methods.
- Ability to read and interpret laws, rules, regulations and provisions, and to apply them to specific situations.
- Ability to recognize and identify contagious diseases.
- Ability to maintain and establish effective working relationships on health matters with citizens, physicians, and others.
- Ability to give suitable instructions and assignments to employees and supervise the performance of their work.

- Ability to make efficient and effective use of available funds, personnel, equipment, materials, supplies, and space.
- Ability to prepare and supervise the preparation of clear, technically sound, accurate, and informative reports and correspondence containing findings, conclusions, and recommendations.
- Ability to supervise the establishment and maintenance of essential records and files.

#### **8:52-5.2 MANAGEMENT AND LEADERSHIP**

1. Planning - "Assessment Protocol for Excellence in Public Health" (see N.J.A.C. 8:52-1.8(a)5)
  - a) Shall actively participate in and be responsible for the joint development of a countywide or multi-countywide Community Health Profile, Community Health Assessment and Community Health Improvement.
  - b) Shall notify the Office of Local Health of the name, title, telephone number, and e-mail address of his or her designees.
  - c) Shall be responsible for the completion of an evaluation of the capacity of his or her local health agency in accordance with the process set forth in "Assessment Protocol for Excellence in Public Health." The evaluation shall be used to identify the capacity of the local health agency to deliver the services set forth in this chapter and to provide the information necessary to develop the Community Health Improvement Plan. An evaluation shall be conducted at least once every three years.
  - d) Shall be responsible for the development of goals and objectives for each program conducted by the local health agency and the development of a continuous quality improvement process to ensure progress in achieving the local health agency's goals.
    - i. Each goal and objective shall include a timeline and be realistic, measurable, and consistent with current public health practice and/or Department program policies and guidelines.
    - ii. Each goal and objective shall be consistent with priority public health problems identified through the countywide Community Health Improvement Plan and any other Statewide public health priorities as determined by the Department.
    - iii. Each goal and objective shall be consistent with the "10 essential public health services," at N.J.A.C 8:52-3.2(a)1 through 10.
  - e) Shall develop an internal monitoring plan that measures progress in achieving each of the local health agency's goals and objectives.
    - i. Monitoring shall be performed, at a minimum, on a semi-annual basis; and
    - ii. Monitoring data shall be used to document whether expected objectives are achieved to provide information regarding the implementation of objectives, and to modify activities to improve the achievement of objectives.
  - f) Shall develop an improvement plan to address performance deficiencies which are revealed during the Continuous Quality Improvement process.
2. Organize information and resources
  - a) Shall ensure that the local health agency's resources are organized to promote the health outcomes identified through the countywide or multi-countywide Community Health Improvement Plan.

- b) Shall ensure that competent leadership is assigned responsibility for each major activity and core responsibility.
- c) Shall ensure that the local health agency prepares and has on file a current table of organization which depicts reporting relationships within the local health agency.

3. Licensure and certification

- a) Shall ensure that all professional public health staff who require licensure, certification, or authorization to perform their activities shall be currently licensed, certified, or authorized under the appropriate laws or rules of the State of New Jersey or under the applicable standards of the appropriate body.
- b) Shall ensure that all public health staff receive adequate training for the activities they are expected to perform. Training shall be in accordance with the professional licensing requirements and/or state and/or national standards for each public health program. Shall determine that professional public health staff have obtained continuing education in accordance with the provisions set forth at N.J.A.C. 8:52-8.
  - i. A plan for staff knowledge and competency development shall be developed and shall meet the standards described in "Assessment Protocol for Excellence in Public Health," incorporated herein by reference, as amended and supplemented. See N.J.A.C. 8:52-1.8(a)5.
  - ii. Staff competencies shall meet the standards described in "The Public Health Workforce: An Agenda for the 21st Century" and the "Core Competencies for Public Health Professionals." See N.J.A.C. 8:52-1.8(a)3 and 4.
- c) Shall ensure that all professional public health staff who require licensure, certification, or authorization to perform their activities shall perform within the scope of their license, certificate, or authority as set forth under the appropriate laws or rules of the State of New Jersey or under the applicable standards of the appropriate body.

4. Coordination and response to public health problems that follow established scientific guidelines within his or her area of jurisdiction as directed and/or coordinated by the Department.

5. Managing and overseeing all public health budgets.

6. Evaluate his or her staff and agency performance; effective communication.

- a) Shall report local board of health performance data as required in the Local Health Evaluation Report.
- b) The Local Health Evaluation Report shall be completed annually and in accordance with the format developed and promulgated by the Office of Local Health. It shall be filed with the Office of Local Health no later than February 15 of the year succeeding the year for which the performance is being reported.
- c) The following information shall be reported and shall conform to the reporting schedule set forth herein and shall include:
  - i. Registration of the local board of health pursuant to N.J.A.C. 8:52-1.5;
  - ii. Information and data regarding a local health agency's capacity as set forth at N.J.A.C. 8:52-3.3 and 5.2(a), above;
  - iii. Information and data regarding specialized regional expertise and capacity as set forth at N.J.A.C. 8:52-3.4;
  - iv. Information regarding workforce assessment as set forth at N.J.A.C. 8:52-8.2(a);
  - v. Training of each local board of health member as set forth at N.J.A.C. 8:52-8.2(b);

- vi. Evaluation of each community's public health partnerships effectiveness as set forth at N.J.A.C. 8:52-9.2(d); vii. County Health Status Indicators Report as set forth at N.J.A.C. 8:52-10.2(c) and (e);
- vii. Community health planning information as set forth at N.J.A.C. 8:52-11;
- viii. Community Health Improvement Plan as set forth at N.J.A.C. 8:52-11.2(f)4; and
- ix. Epidemiological, economic, and health services research findings as set forth at N.J.A.C. 8:52-15.

- d) Each local health agency shall report all diseases, threats, and emergencies in accordance with all applicable State and Federal laws as set forth at N.J.A.C. 8:52-5.2(f)3.

7. Knowledgeable and current in the practice of public health.
  - a) Each local health agency shall be part of a Statewide public health information and communication system. This shall include maintaining a link via the Internet with the New Jersey Local Information Network and Communications System (LINCS).
  - b) Each local health agency shall participate in information sharing and data interchange with the Department.
  - c) Each local health agency shall use LINCS to:
    - i. Report all diseases and threats to the public health to the Department in accordance with applicable State and Federal laws, rules, and regulations. Electronic reporting shall be contingent upon the development of electronic reporting systems;
    - ii. Immediately report to the Department all emergencies that threaten the health or safety of the citizens in its jurisdiction; and
    - iii. Monitor LINCS e-mail twice per day, at the beginning and at the end of the workday.
8. Access to an attorney licensed to practice in New Jersey.
9. Records retention compliance.

#### **8:52-5.3 COMMUNITY PUBLIC HEALTH ACTIVITIES**

Shall conduct an annual public meeting to report the status of the community's health and how it compares with corresponding objectives set forth in "Healthy New Jersey 2010," or its Federal equivalent, and with objectives from the Community Health Improvement Plan. The meeting shall also include a discussion of the local health agency's progress and performance in accomplishing its mission and achieving its objectives.

#### **8:52-5.4 PUBLIC HEALTH SYSTEM ASSURANCE**

Shall actively participate in countywide or multi-countywide meetings to assess the health status of the population, to develop a Community Health Improvement Plan, and to determine his or her local health agency's roles and responsibilities within the Plan in accordance with N.J.A.C. 8:52-9, 10 and 11.

The City reserves the right to interview applicants and to hire while this position is still active.

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