

# Health Officer/Deputy Health Officer

Weekly Hours: Variable

Stipend: X

Union:

Non-Union: X

## **Position Overview:**

The position of the Health Officer/Deputy Health Officer is to maintain and improve the health and well-being of all Pelham citizens. Public health succeeds when the span of healthy life and the quality of life are increased.

## **Supervision Received:**

The Health Officer/Deputy Health Officer works under the supervision of the Town Administrator and the Selectmen. The Health Officer/Deputy Health Officer performs duties independently using own judgment and discretion, utilizing Town ordinances and the State and Federal Health laws.

## **Supervision Exercised:**

None.

## **Principal Duties & Responsibilities:**

The listed examples are illustrative and may not include all position duties:

- Interviews citizens/complainants; investigates, researches, and verifies or dispels complaints and inquiries;
- Conducts a variety of inspections of public businesses, schools, private homes, Inspects environmental hazards, communicable diseases, when necessary, to effectively determine citizen/complainant needs or Town response;
- Establishes and maintains effective relationships with, and data on, services and resources of other public and private assistance agencies;
- Makes referrals to outside agencies when appropriate;
- Establishes and maintains files and logs pertaining to complaints and investigations;
- Acts as resource for Town organizations, the community, and public and private organizations;
- Monitors trends and makes recommendations regarding the administration of the Health Officer/Deputy Health Officer function to the Town Administrator;
- Maintains confidentiality of Department information;
- Develops/updates municipal Health Officer guidelines for the Town, as needed;
- Utilizes the State of New Hampshire Health Officer Manual;
- Prepares and monitors annual budget for Health Officer and or and health agencies;
- Performs other related duties, as required.

### **Qualifications & Skills:**

- Thorough knowledge of Town ordinances and State and Federal laws dealing with Health programs;
- Knowledge and understanding of the State of New Hampshire Health Officer Manual;
- Skill in interviewing citizens/complainants;
- General office skills, scheduling telephone skills, typing documentation and meeting planning;
- Skill in the use of personal computers with standard office software (including word processing);
- Ability to deal effectively with citizens/complainants, other Town departments, officials, and the general public;
- Ability to interpret and apply rules, Town ordinances, regulations, and laws;
- Ability to speak and write effectively;
- Ability to direct others;
- Ability to plan, organize, and implement programs;
- Ability to keep accurate records;
- Ability to travel within the Town of Pelham for inspections and home visits;
- Ability to work irregular hours and at night in emergencies;
- Ability to pay attention to detail.

### **Minimum Qualifications & Skills Required:**

- A high school diploma or equivalent;
- Strong written and oral communication skills are required including the presentation of information to Town entities and committees;
- Must be able to read and write English and must possess a patient and empathetic nature;
- Familiarity with the Microsoft Office products to include but not limited to Access, Word, Excel and PowerPoint.
- Must have a valid driver's license;
- Must be available 24 hours daily;
- Must be reliable and dependable;
- Must be courteous and punctual;
- Present a professional appearance;
- Ability to make entries in and maintain logs, and complete basic reports;
- Ability to establish and maintain effective working relationships with other Town officials, Town employees; State and Federal authorities, subordinates, contractors, and the general public;
- Or any equivalent combination of experience and education which demonstrates possession of the required knowledge, skills, and abilities.