

AVON  
BARKHAMSTED  
CANTON  
COLEBROOK  
EAST GRANBY  
FARMINGTON  
GRANBY  
HARTLAND  
NEW HARTFORD  
SIMSBURY



FARMINGTON VALLEY HEALTH DISTRICT

# Health Director Recruitment

## March 2012

Enclosed in this Recruitment Profile is background information on the Farmington Valley Health District. This Profile was prepared following interviews and meetings with the Town Managers/First Selectmen of Avon, Barkhamsted, Canton, Colebrook, East Granby, Farmington, Granby, Hartland, New Hartford and Simsbury, as well as Richard Matheny, Health Director, and the Town of Avon's Director of Human Resources.

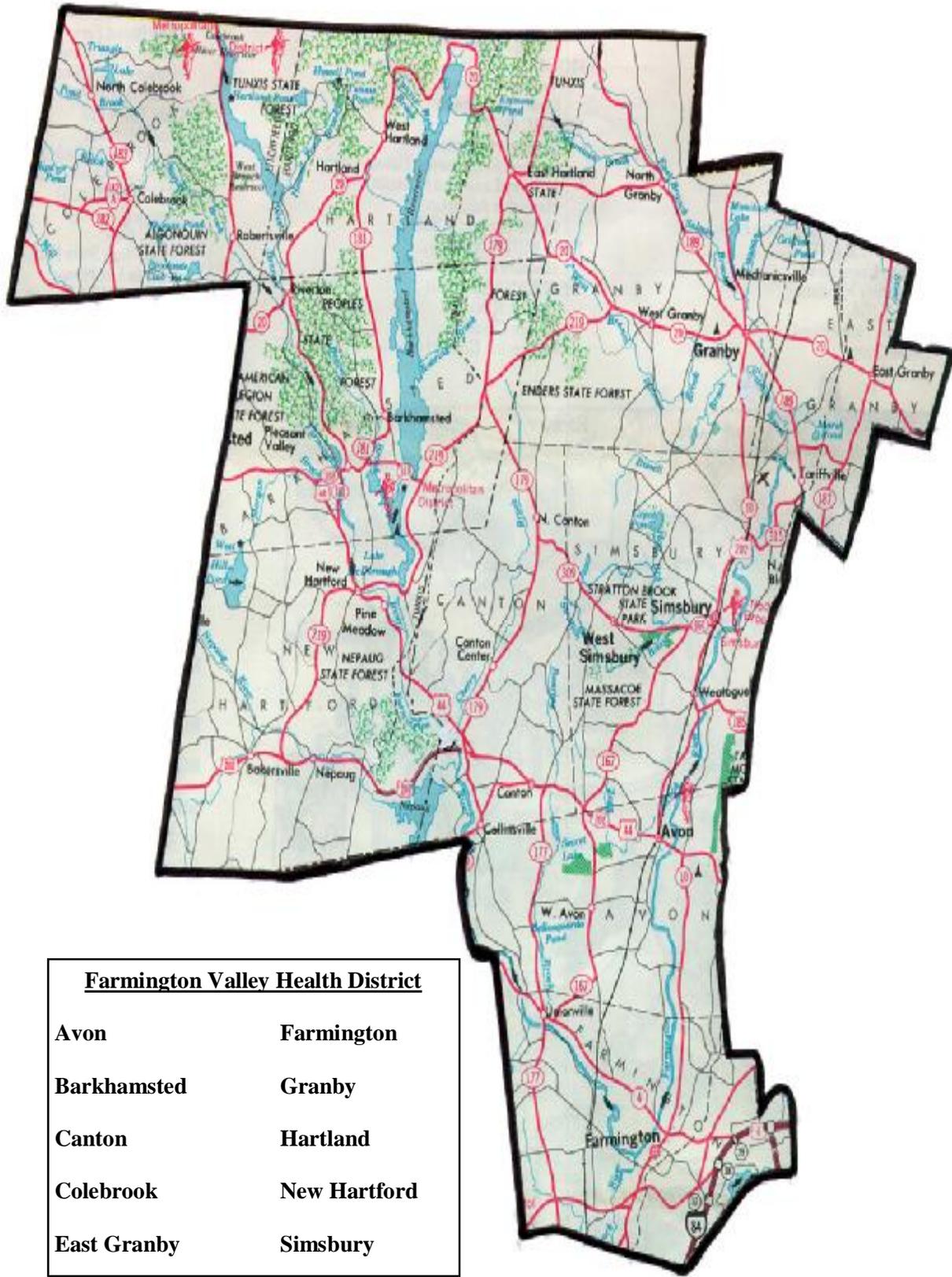
All inquiries relating to this recruitment, and submission of Resumes for the position of Health Director should be directed to:

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Director of Human Resources  
60 West Main Street  
Avon, CT 06001  
(860) 409-4303  
[wvernile@town.avon.ct.us](mailto:wvernile@town.avon.ct.us)

### **HEALTH DIRECTOR QUALIFICATION CRITERIA**

The ideal candidate would have the skills and knowledge generally acquired with a Master's Degree in Public Health from an accredited college or university or an equivalent combination of education and experience necessary to qualify for designation of Director of Health as provided in the Connecticut General Statutes Section 19a-244 and six (6) years of progressively responsible experience in the area of public health. Must meet qualifications for bonding.

Competitive pay and benefit package. Incumbent retiring following 35 years of service with an annual salary of \$108,000. Benefits include medical/dental coverage, Group Life Insurance and Long Term Disability coverage, and appropriate vacation. District pays 5% towards a Defined Contribution Plan. A Deferred Compensation Plan is also available. Closing date is **4:30 p.m. on Friday, March 30, 2012.**



<u>Farmington Valley Health District</u>	
Avon	Farmington
Barkhamsted	Granby
Canton	Hartland
Colebrook	New Hartford
East Granby	Simsbury



## Farmington Valley Health District's Mission

To prevent disease and environmental degradation and promote good health to the residents of the Farmington Valley Health District (FVHD).

### About Us.....

The Towns of Canton, East Granby, and Granby formed the Farmington Valley Health District (FVHD) in July 1976, in accordance with Section 19a-241 of the Connecticut General Statutes. It is governed by an appointed Board of Health and is an independent entity of government. Since its formation, the Farmington Valley Health District has expanded its membership to other Farmington Valley towns and currently has ten towns as part of the district. In alphabetical order the member towns are Avon, Barkhamsted, Canton, Colebrook, East Granby, Farmington, Granby, Hartland, New Hartford, and Simsbury.

The Board of Health is appointed by the member towns' appointing authority for three year terms, and each town is allowed one representative for every 10,000 residents or portion thereof. Currently the Board of Health has seventeen members with Farmington and Simsbury having three representatives each; Avon, Canton, and Granby with two representatives; and the remaining six towns with a single representative for each one. Each year after a public hearing on its proposed budget, the Board of Health establishes a per capita charge for the member towns for the ensuing fiscal year.

## Strategies

- To work with our VNA's, School Nurses, and Emergency Medical System partners to properly vaccinate the susceptible individuals in the FVHD against all vaccine preventable diseases.
- To provide our professional partners and the public with complete and current information about routine and emerging public health issues.
- To enforce the requirements of the Connecticut Public Health Code rationally and consistently, ensuring a clean and healthy environment.

## Environmental Health

FVHD provides several environmental health services to ensure the goals of our mission are met. FVHD also provides information on food protection, sewage disposal, child day care, and public pool inspection programs

Other services provided include approvals of private and public well specifications, and conducting investigations in childhood lead poisoning, nuisance complaint allegations, and housing complaints.



## Community Health

Community health offered to prevent disease, educate the public, and help you find the services that you are looking for. FVHD wants to enforce the Connecticut Public Health Code and protect the needs and health of everyone in the Farmington Valley. It is most important to make sure that the services that you use are safe, reliable, and up to date.



conducts inspections of food service establishments located within its jurisdiction to ensure compliance with the Connecticut Public Health Code and that food workers prepare food for service in a safe and sanitary

manner. The Board of Directors for the Farmington Valley Health District voted unanimously to require that all food service establishments in the District serving potentially hazardous foods to the public conspicuously post a "Rating" based on the results of the most recent inspection. This is not simply a posting of the completed inspection report, but a completely separate form based on conditions noted at the time of inspection. The FVHD is the first and only jurisdiction in Connecticut to require such posting and have developed the rating system independently, but in complete adherence with the Law. FVHD staff expects consumers will value knowing how the restaurants "Rate" and will look for ratings before ordering food. Customers have a right to know.

## Ratings and Inspections for Local Food Service Establishments

Among other responsibilities, the FVHD staff conducts inspections of food service establishments located within its jurisdiction to ensure compliance with the Connecticut Public Health Code and that food workers prepare food for service in a safe and sanitary manner. The Board of Directors for the Farmington Valley Health District voted unanimously to require that all food service establishments in the District serving potentially hazardous foods to the public conspicuously post a "Rating" based on the results of the most recent inspection. This is not simply a



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## Emergency Preparedness

Ensuring the health of the public is the responsibility of public health, and the local health department is the primary responder in the community to protect its citizens from threat of disease in the community; acute care hospitals and emergency medical facilities and providers are more directed toward treating the individual once they become ill and require medical treatment. Working together with health partners and community representatives allows smooth coordination between disease management goals.

The role of public health has expanded since the events of September 11, 2001 to meet the challenges presented by the threat of biological agents as well as emerging infectious diseases. Under guidance provided by Health and Human Services and Centers for Disease Control and Prevention, in compliance with requirements from the Department of Homeland Security, emergency planning efforts have been undertaken to provide a framework for the local response to public health emergencies as well as to respond to other natural or man-made disasters known as an "all-hazards" approach.

The Farmington Valley Health District has developed Local Public Health Preparedness and Response Plans for each of the ten towns in its jurisdiction. These plans address the roles and responsibility of public health in cooperation with local municipal officials, emergency responders, and town agencies as well as regional and state resources. In the event of an emergency, the Farmington Valley Health District would work closely with its partners to respond to the community's needs in a comprehensive fashion.

As part of this effort, the Farmington Valley Health District has also developed a local Health Alert Network, or "HAN". Using the HAN during an emergency will allow rapid dissemination of important

health information to area physicians, town officials, first responders, other health providers, and organizations through a broadcast fax. In addition, response notification within this rapid reporting system is capable of identifying the onset and impact of an emerging disease, termed “syndromic surveillance”, which will help guide containment efforts (click here for [HAN participation forms](#)). The Farmington Valley Health District is also part of the state and national HAN and laboratory networks.

Perhaps most importantly for the effect on the community, clinics called “[Mass Dispensing Areas](#)” will be formed with volunteer support to rapidly provide medication to healthy populations in a short period of time to prevent or reduce the effects of smallpox, anthrax, pandemic or “avian” influenza, or other potential threats to life. The clinics would dispense oral medications or administer vaccines.

## **JOB DESCRIPTION**

### **POSITION SUMMARY:**

The Director of Health is responsible for planning, coordinating and administering a broad range of public health and environmental health services including preparing the annual budget, appointing and supervising staff, establishing goals and objectives, conducting hearings and appeals and overseeing environmental programs.

### **SUPERVISION RECEIVED:**

Works under the direction of the Farmington Valley Health District Board of Health.

### **ESSENTIAL JOB FUNCTIONS:**

- Identifies community health needs, develops and coordinates programs, implements legislative changes and disseminates public health information; oversees and directs all environmental health inspections and activities.
- Directs enforcement of applicable regulations; conducts hearings, appeals, and investigations regarding health issues, practices, and enforcement actions.
- Develops budget, authorizes and monitors expenditures, prepares reports and grant applications.
- Identifies programmatic needs and develops comprehensive health district programs; develops effective working relationships with town agencies and appropriate public and private entities, and various community groups and organizations.
- Establishes goals, objectives and performance standards and conducts administrative reviews and program evaluations.
- Appoints employees in the District, conducts and reviews performance evaluations; adjusts employee grievances; identifies employee skills and training needs and prepares plans for providing adequate training and skill development opportunities; monitors staffing patterns and workloads, and establishes employee performance standards and goals.
- Communicates to educate and persuade other agencies, appropriate public and private entities and various other community organizations on health issues.
- Consults with and advises the District Board on the development and review of strategic district plans and policies as well as issues concerning the management and administration of the District; researches information and makes recommendations to the Board.
- Acts as Treasurer and Secretary to the District Board, and as Executive Officer of the District.
- Establishes and utilizes technology in order to provide relevant information for decision making, improve productivity and enhance individual and programmatic accountability.
- Is the Emergency Management Director for the District

### **KNOWLEDGE, SKILLS, AND ABILITIES**

- Thorough knowledge of public health laws, ordinances and regulations including communicable disease prevention and control.
- Extensive knowledge of modern environmental sanitation practices and requirements.
- Knowledge of the biophysical and psycho-social sciences.
- Knowledge of health promotion/risk reduction strategies and program implementation; ability to develop a plan of care to meet identified individual, family, school or community health problems.

## **KNOWLEDGE, SKILLS, AND ABILITIES,**

- Extensive managerial ability including the ability to plan and set objectives, direct and control diverse programs, develop and train employees, and work with advisory boards, citizen groups and various local, state, and federal officials.
- Skill in expressing ideas clearly and logically both written and orally.
- Skill in decision making under uncertain conditions with limited data.
- Skill in analyzing data in order to determine patterns of health and illness in the community and to recognize the impact of various environmental, cultural, and social influences upon these patterns.
- Ability and skill in developing effective working relationships with District Board, town management, peers, staff, community groups, and other organizational entities.
- Ability to prepare clear and concise written reports and correspondence and communicate in both a written and oral manner.

## **ADDITIONAL DUTIES:**

- Enhances professional competency of community and environmental health issues through participation in continuing education programs, professional associations, attendance at meetings, conferences, and workshops and through consistent review of relevant literature.
- Performs related work as required.
- May be required to work evenings and weekends.

## **QUALIFICATIONS:**

A Master's Degree in Public Health from an accredited college or university or an equivalent combination of education and experience necessary to qualify for designation of Director of Health as provided in the Connecticut General Statutes Section 19a-244 and six (6) years of progressively responsible experience in the area of public health. Must meet qualifications for bonding.

## **SPECIAL REQUIREMENTS:**

Must provide personal transportation (will be reimbursed for mileage) and have a valid motor vehicle driver's license.

## **PHYSICAL AND MENTAL REQUIREMENTS/WORK ENVIRONMENT:**

- The following list is required in order to perform the essential duties. Reasonable accommodations will be considered under the Americans with Disabilities Act. This list is not all inclusive and may be supplemented as necessary.
- Must be mobile with the ability to get from one location in the office or work site(s) to other locations in and outside from the primary office or work site(s). Ability to reach and bend, and push/pull or lift objects less than fifty pounds.
- Mobility to inspect sites which may include walking over rough terrain and climbing and crawling in the examination of test pits.
- Ability to perform manipulative skills such as writing, using a keyboard and/or calculator with accuracy.
- Ability to see and read objects closely as in reading/proof reading narrative or financial reports. Ability to read plans, maps or diagrams and read from a computer monitor. Ability to see objects far away as in driving. Ability to discriminate between colors.
- Ability to hear normal sounds with background noise as in hearing/using a telephone. Ability to distinguish verbal communication and communicate through speech.
- Ability to communicate effectively in oral and written form.
- Ability to maintain files and records and make mathematical calculations using a calculator.
- Ability to concentrate on complicated detail and complex issues for more than three hours at a time with some interruption, pressure and changing priorities.
- Memory to perform multiple and diverse tasks over long periods of time and ability to remember information that has been read, studied or previously learned.
- Ability to use knowledge and reasoning to solve complex problems.
- Ability to learn and apply new information, methodologies, techniques and legislation applicable to departmental activities.
- Works in typical office setting subject to interruptions, heavy traffic flow & heavy work volume expectations and performs outside inspections which include exposure to fluctuations in temperature and seasonal weather.

- May be exposed to dust and electromagnetic radiation from computer monitors. May be exposed to body fluids, hazardous wastes material, toxins and/or poisonous substances. May require the use of protective clothing or gear.

### FVHD Profile Information

- Formed by three towns in 1976
- Current health director has been the only director
- Now has ten towns; 108,000 population; covers 315 square miles
- Annual budget averages \$1,000,0000
- Including the director of health, there are 7 full-time & 2 part-time employees
- Newly built out office is located at 95 River Road, Canton, CT 06019
- Manages several state/federal grants: Emergency Preparedness, Preventive Health Block, Lead Poisoning Prevention, Cities Readiness Initiative
- Has won national awards for programs
- Recently converted 37 four drawer file cabinets of street information to a web location that can be accessed from the district's webpage 24/7
- Was the first CT health department to provide Food Service Ratings to the public and make them available on-line at the district's webpage
- Offers employees Anthem BC/BS Medical & Dental to employees and family
- Provides \$30,000 of group life insurance to employees
- Pays 5% of salary to a Defined Contribution Pension Plan
- Matches up 2% of salary to the district's 457 Deferred Compensation Plan
- Provides 13 paid holidays, 3 personal days annually, 15 medical/sick days annually
- Will provide the new director 20 vacation days that can increase to 25 after 5 years of employment.

- Encourages the professional development of district employees
- Position available July 1, 2012, but hope that candidate can start in mid-June
- Works for a 17 member board of health
- Appointment must be confirmed by the Commissioner of Public Health
- 4 of the professional staff have been at the district over 20 years

## **Board of Health Members**

### **Avon**

Brandon Robertson  
Maura Shea

### **Barkhamsted**

Debra Brydon

### **Canton**

Richard Barlow  
Vacancy

### **Colebrook**

Thomas McKeon

### **East Granby**

David Kilbon – Chairperson

### **Farmington**

Kathleen Eagen – Vice Chairperson  
Alan Coykendall  
Thomas Jones

### **Granby**

William Smith  
Diane Hernsdorf

### **Hartland**

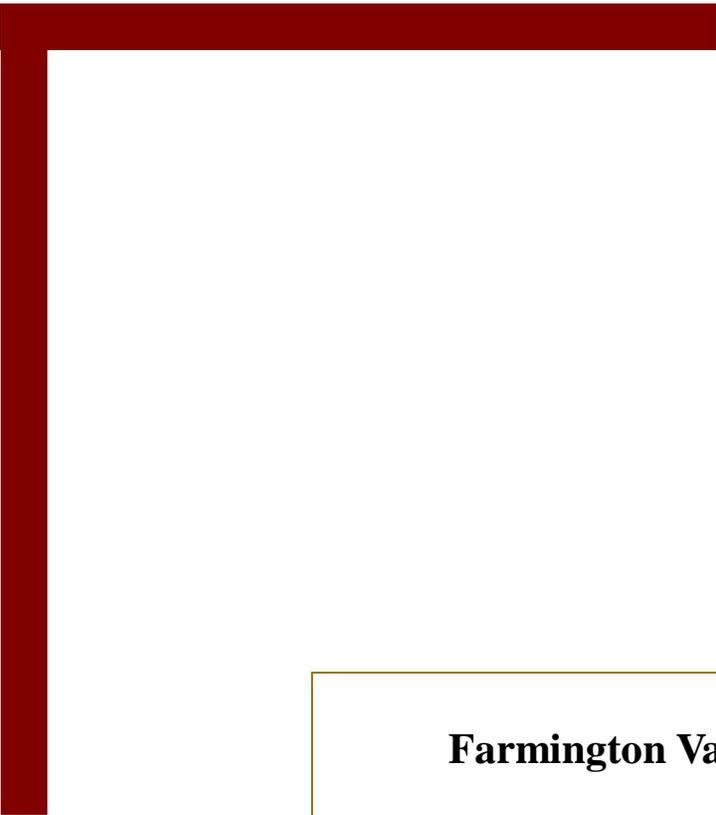
Beatrice Isabelle

### **New Hartford**

Bruce Gresczyk

### **Simsbury**

Susan Beardsley  
Richard Sawitzke  
Tom Cooke



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