



Township of Bernards

1 Collyer Lane, Basking Ridge, NJ 07920

908-766-2510 • www.bernards.org

JOB POSTING

POSTING DATE: 03/15/2024

APPLICATION DEADLINE: 3/29/24 or Until position is filled

POSITION: Health Officer		DEPARTMENT: Health
REPORTS TO: Board of Health	DATE POSITION WILL BECOME AVAILABLE: April 1, 2024	
POSITION TYPE: Regular / Full-Time	HOURLY/WEEK: 40	OVERTIME STATUS: Exempt
SCHEDULE: Monday-Friday / Occasional nights & weekends required		SALARY: DOQ

PRINCIPAL DUTIES:

This position manages the Bernards Township Health Department, a contractual health agency serving six (6) municipalities, three (3) Somerset and three (3) Morris County communities. Performs highly responsible administrative and complex professional work, recommending and directing public health policies, and enforcing public health statutes, regulations, and ordinances within the service area. This includes the supervision of Health Education, youth services, public health nursing, maternal & child health, nutrition, adult immunization, vital statistics, chronic & communicable disease prevention, detection and control programs.

CORE JOB RESPONSIBILITIES:

- Provides leadership for the management and enforcement of all public health activities to ensure compliance with federal, state and local health laws and ordinances.
- Conducts public health planning and anticipates future needs through participation with the Governmental Public Health Partnership in Somerset and Morris County.
- Evaluates public health needs and services; collaborates with agencies concerned with public health; meets and confers with citizens, groups and members of the local medical community on public health matters.
- Develops, negotiates and administers Interlocal Public Health Service contracts/agreements for Bernards Township and five (5) contractual municipalities.
- Performs and supervises Vital Statistics to include obtaining reports of and recording births, marriages and deaths and related work for Bernards Township.
- State Licensing and Canvassing Agent for dogs and cats. Directs Animal Control Services for Bernards Township and contracting municipality.
- Directs the state mandated "Public Health Practice Standards of Performance" for Local Boards of Health within the policies of the Board of Health according to federal, state and local laws.
- Evaluates employees' performance yearly & works with employees in establishing goals and objectives, both long term and for the next review period.
- See full job description attached for additional functions, skills & abilities required.

EDUCATION, EXPERIENCE AND SPECIAL REQUIREMENTS:

Education/Experience: Master's degree in public health or related field and minimum of 5 years of experience in Public Health including supervisory experience required.

Licensing &/or Certifications: Possession of a valid Health Officer License issued by the New Jersey State Department of Health. Must meet and maintain yearly minimum continuing education qualifications for licensure as established by the State of New Jersey.

Special Requirements: Certification as Registrar of Vital Statistics or willing to obtain within 6 months of hire.

CONTACT:

Send resume, cover letter & salary requirements to HR Officer Emily Pfeiffenberger, epfeiffenberger@bernards.org. All resumes will be reviewed & only those applicants chosen to move forward in the hiring process will be contacted.

BERNARDS TOWNSHIP IS AN EQUAL OPPORTUNITY EMPLOYER

Effective 9/1/11, all employees of State and local government must reside in the State of NJ, unless exempted under law. If you already work for State or local government as of 9/1/11, and you do not live in NJ, you are not required to move to NJ if there is no more than a seven-day break in employment. However, if you begin your office, position or employment on 9/1/11 or later, you must reside in NJ. If you do not reside in NJ, you have one year after the date you take your office, position or employment to relocate your residence to NJ. If you do not do so, you are subject to removal from your office, position or employment.



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JOB DESCRIPTION

JOB TITLE: Health Officer		DATE: March 2024
DEPARTMENT: Health	REPORTS TO: Board of Health	JOB STATUS: Regular / Full-Time
HOURS/WEEK: 40	SCHEDULE: Monday-Friday / Occasional nights & weekends required	

SUMMARY

This position manages the Bernards Township Health Department, a contractual health agency serving six (6) municipalities, three (3) Somerset and three (3) Morris County communities.

Performs highly responsible administrative and complex professional work, recommending and directing public health policies for Bernards Township and five (5) contracting municipalities and Boards of Health. Responsible for the enforcement of public health statutes, regulations, and ordinances within the service area. Oversees plans, develops, coordinates, and directs the work programs for all public and environmental health, Health Education, youth services, as well as the administrative and financial activities of the department.

The Health Officer holds additional responsibilities as State Licensing and Canvassing Agent as well as Social Service duties of “Overseer of the Poor” for indigent burials and emergency operations for the OEM public health annex.

SUPERVISORY RESPONSIBILITIES

Supervision of full-time and part-time professional, technical and clerical staff members, and additional part-time Animal Control Officers. This includes the supervision of Health Education, youth services, public health nursing, maternal & child health, nutrition, adult immunization, vital statistics, chronic & communicable disease prevention, detection and control programs.

WORKING CONDITIONS & PHYSICAL DEMANDS

Work is performed in the office as well as in the field and on emergency call outs. Job requires outside work throughout the year in hazardous conditions such as construction sites, treacherous terrain, inclement weather, and unsanitary conditions. May be exposed to chemicals or odors. Travel as necessary through Bernards Township and the five (5) contractual municipalities.

ESSENTIAL FUNCTIONS

- Health Officer for six municipalities, three (3) in Somerset and three (3) in Morris County.
- Develops, negotiates, and administers Interlocal Public Health Service contracts/agreements for Bernards Township and five (5) contractual municipalities.
- Responsible for all contract negotiations with Nursing Services, Kennel Services, Women’s Health/Counseling Center and others.
- Member of the Emergency Management Office (EMO) responding to public health emergency situations 24/7 for six municipalities.
- Directs the Social Service, Emergency and Pandemic Flu Preparedness and Tobacco services.
- Performs and supervises Vital Statistics to include obtaining reports of and recording births, marriages and deaths and related work for Bernards Township.
- State Licensing and Canvassing Agent for dogs and cats. Directs Animal Control Services for Bernards Township and contracting municipality.
- Evaluates public health needs and services; collaborates with agencies concerned with public health; meets and confers with citizens, groups and members of the local medical community on public health matters.
- Conducts public health planning and anticipating future needs through participation with the Governmental Public Health Partnership in Somerset and Morris County.
- Directs the state mandated “Public Health Practice Standards of Performance” for Local Boards of Health within the policies of the Board of Health according to federal, state and local laws.



Township of Bernards

JOB DESCRIPTION – Health Officer

ESSENTIAL FUNCTIONS (CONTINUED)

- Provides leadership for the management and enforcement of all public health activities to ensure compliance with federal, state and local health laws and ordinances.
- Evaluates employees' performance yearly & works with employees in establishing goals and objectives, both long term and for the next review period.
- Assures compliance with applicable public health laws, prepares public health legislation for adoption and proposes necessary amendments when necessary.
- Directs the research, development and implementation of departmental policies and programs.
- Prepares the department's budget and monitors expenditures.
- Develops, implements and maintains a computerized data collection system to measure "workload hours" for all health department services for interlocal contracts resulting in accurate and timely reporting and billing with measurable outcomes for negotiating contracts, strategic planning, programming, and budget development.
- Supervises the establishment and maintenance of required records, reports and files.
- As provided by local ordinance, issues licenses and permits e.g. septic, restaurants etc.
- Participates in epidemiological investigations as necessary for communicable disease follow-up.
- Confers with boards of health as needed and at monthly meetings; conducts bi-annual Somerset Hills Advisory Board meetings of presidents; boards of health in all contracting municipalities.
- Coordinates with other department directors to coordinate the planning and implementation of health-related programs.
- Writes and implements new policies to improve the delivery and quality of health services by providing clinics and education.
- Plans, develops, implements, manages and evaluates health education strategies, interventions and programs to improve the quality of life and health outcomes of diverse populations. Examples include chronic disease management, maternal and child health, lead poisoning, immunizations, women's/men's health clinics, and nutrition.
- Builds and strengthens partnerships with local health leaders, schools and community groups to define health promotion goals, establish objectives and determine program priorities.
- Supervises the development and uses of a variety of educational methods and materials for public health education.
- Oversees youth-based prevention efforts e.g. alcohol/drug prevention, nutrition/eating disorders, tobacco use etc.
- Oversees primary counseling and referrals for adolescents and families. Develops appropriate referrals.
- Seeks new grant opportunities.
- Performs related duties or special projects as required or requested by the Boards of Health.

KNOWLEDGE, SKILLS AND ABILITIES

- Comprehensive working knowledge of the principles, practices & methods of public & environmental health management & practices.
- Thorough knowledge of State and local public health laws, rules, regulations ordinances, policies, standards and procedures and related federal statutes.
- Ability to apply professional judgment in responding to the health & environmental sanitation needs of the community.
- Knowledge of local sanitary codes and modern preventive disease measures
- Knowledge of modern techniques of public health administration & maintenance of records.
- Knowledge as to how to appropriately conduct health inspections.
- Ability to be a team builder and customer focused leader to quickly and positively impact organizations with measurable results in promoting optimum public health.
- Ability to plan, organize and direct the activities of professional, clerical and technical staff.
- Ability to recognize and identify contagious diseases and to ensure proper control actions of contagious diseases.
- Effectively communicate with community groups, media and health agencies orally and in writing, possessing excellent public speaking skills.
- Ability to establish and maintain effective positive working relationships with the medical community, citizen groups, co-workers, supervisors, employees, the general public and governmental officials.
- Ability to read and interpret laws, rules, regulations, and provisions and to apply them to specific situations.



Township of Bernards

JOB DESCRIPTION – Health Officer

KNOWLEDGE, SKILLS AND ABILITIES (CONTINUED)

- Ability to prioritize public health issues, assign work to and instruct employees and supervise their performance.
- 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 utilize various types of electronic and/or manual devices used by the Health Commission or its member municipalities.
- Strong computer skills, specifically the ability to use MS Office, including Word, Excel, PowerPoint, Access and Outlook
- Ability to effectively present information to top management, public groups and/or boards of health.
- Excellent analytic and communication skills, in order to express ideas effectively both orally and in writing.
- Ability to read, write, speak, understand and communicate in English sufficiently to perform the duties of the position.

EDUCATION, EXPERIENCE AND SPECIAL REQUIREMENTS

Education/Experience: Master's degree in public health or related field and minimum of 5 years of experience in Public Health including supervisory experience required.

Licensing &/or Certifications: Possession of a valid Health Officer License issued by the New Jersey State Department of Health. Must meet and maintain yearly minimum continuing education qualifications for licensure as established by the State of New Jersey.

Special Requirements: Certification as Registrar of Vital Statistics or willing to obtain within 6 months of hire.

SUCCESS FACTORS

- Professional team builder and leader.
- Ability to organize work, analyze problems, and develop effective work methods.
- Ability to prioritize competing, equally important projects.
- Excellent knowledge of the community, people, groups, etc. and health needs.
- Ability to effectively communicate, both orally and in writing.
- Dependable, recognition of importance of being available 24/7.