

# THE TOWN OF SHERBORN CAREER OPPORTUNITY PUBLIC HEALTH ADMINISTRATOR

**Join Our Team:  
The Town of Sherborn  
is seeking a dynamic  
Public Health Administrator**



Are you passionate about building and sustaining healthier communities? Would you like to be part of a mission-driven organization that makes a real difference in people's lives? The Town of Sherborn is seeking a dedicated Public Health Administrator to help guide our efforts in safeguarding and improving public health. As a public sector leader, this position oversees our efforts in enhancing public health services, managing health programs, and advocating for policies that promote health equity and awareness.

## **Key Responsibilities**

- Manages all local, state and federal statutory health requirements within the policy guidelines set by the Sherborn Board of Health.
- Collaborates with government agencies, healthcare providers, and community organizations to promote public health initiatives.
- Implements public health programs and policies that effectively address community health needs at the direction of the Board of Health.
- Oversees and supervises all administrative activities and day to day operations of the Board of Health, including coordination of employees and consultants.
- Represents the Board of Health on the Local Emergency Planning Committee (LEPC) and the Massachusetts Department of Public Health Emergency Preparedness Coalition (Region 4AB).
- Coordinates and supervises Sherborn's Medical Reserve Corps volunteers.
- Engages the community on behalf of the Board through outreach, education, and partnerships to promote health equity and access.
- Support the elected, volunteer Board Members.



Town of .....  
**SHERBORN**  
MASSACHUSETTS

### Preferred

- Bachelor's degree in Public Health or related field.
- Experience in public health administration including knowledge of state and local public health regulations, especially related to wells, septic systems, food establishments, camps, tobacco, and disease control
- Certification or advanced training through MHOA, MAHB, DPH and/or the DEP.
- Strong leadership skills and the ability to motivate and manage a team
- Excellent communication skills and ability to work with Senior Management, Stakeholders and Department Heads
- Knowledge of complex office practices and procedures, ability to manage program budgets
- A deep commitment to public health principles, ethics and maintaining healthy communities
- Experience with application for and management of grants is a plus.

### Why Join Us?

Nestled in the heart of Metrowest, the Town of Sherborn, MA is a well-managed municipality that offers highly competitive benefits coupled with opportunities and experiences that are unique to working in a small town. A close-knit community that values volunteerism, Sherborn relies on a collaborative work environment and the ability to have a meaningful impact on the local community. This position in particular has a direct influence on the welfare and health of the town's residents.

Known for its stability and comprehensive benefits packages including health insurance, public retirement plan, paid time off, and many other benefits, Sherborn and its leaders also understand the importance of a healthy work-life balance and a professional and supportive atmosphere in the workplace. The Board supports and encourages professional development and training opportunities for its staff. If you are looking for the opportunity to work in a positive environment, promote health, prevent disease, and protect the wellbeing of our community, Sherborn may be the perfect place for you.

**A full detailed job description can be found at:**

[www.sherbornma.org/jobs](http://www.sherbornma.org/jobs)

**Interested candidates should submit a resume and cover letter to:**

HR@sherbornma.org

***The Town of Sherborn is an Equal Opportunity/Affirmative Action Employer. Race, color, religion, age, sex, disability, marital or veteran status, national origin, or any other status/category protected by law are not factors in employment, promotions, compensation or working conditions.***