

# BROOKLINE, MA

## Director of Public Health & Human Services

### Position Statement



### Summary

Brookline, Massachusetts, which offers vibrant urban life with attractive suburban amenities, is seeking highly qualified applicants to serve as the next [Director of Public Health and Human Services](#). The Director of Public Health & Human Services, a position which holds considerable authority per the Special Act creating the Department, provides leadership and strategic management of Brookline's Health Department. The Health Department offers a wide range of environmental, community, and clinical health services to monitor and improve the health and quality of life for Brookline residents. The ability to provide oversight, advocacy, and promotion of public health programs and to foster collaborative partnerships through excellent public relations skills is essential. Brookline is at the epicenter of the health industry with access to many resources associated with the Greater Boston medical community. The community's residents include leaders in the health industry who can be tapped as supporters of innovative public health services. The Director must be a leader who is willing and able to be in the forefront of creating public-private partnerships, striving to expand the world of public health and serving as a vocal advocate for public health issues. This is an exciting opportunity to work with a team of highly educated and talented public health professionals.



## The Community

The [Town of Brookline](#), the most populated town in Massachusetts, is a diverse and vibrant community with approximately 63,000 residents within six square miles and bordered on three sides by Boston. Brookline is primarily a mature suburban, residential community with urban characteristics. Brookline is known for its progressive social and political culture and Town officials are fully committed to maintaining its inclusive and collaborative municipal environment. Primary occupations of Brookline residents are management and professional, heavily concentrated in the fields of medicine and education. Brookline has a strong tradition of professional and highly responsive government service with active citizen engagement.

The Town of Brookline is a highly desirable place to live, due to its proximity to job opportunities, excellent public transportation and school systems, and livable neighborhoods that balance green space, historic preservation, and outstanding commercial services.



Brookline, which is part of Norfolk County, began as an agricultural community in the 17<sup>th</sup> century and later became a streetcar suburb of Boston during the mid-19<sup>th</sup> century. By 1900, most of the remaining farmland had been divided into residential developments that were supported by the existing mass transit linkages. Brookline's transformation from farm to suburb meant that, unlike many other Massachusetts towns, it never had significant industrial areas. Currently, less than 6% of Town land is zoned for commercial use.

Brookline's population is primarily white, with an increasing number of Asian, Latinx, and Black residents with 33.6% speaking a language other than English at home, creating a multi-racial and cultural community. The Town has an average household income of \$171,660 and a median household income of \$117,326. While Brookline's population is largely financially prosperous, according to U.S. Census statistics, approximately 12.3% of residents live below the poverty line and face economic challenges.

The FY21 tax rate for residential properties is \$9.80 per thousand of the property's assessed value and \$15.99 for commercial, industrial, and person properties.

## Government

Brookline's government includes a five-member [Select Board](#) with members elected to staggered three-year terms. The Brookline Select Board functions as the Chief Elected and Executive Officers of the Town. The Select Board appoints the [Town Administrator](#) who is responsible for daily management of the Town and whose powers are specified in [Chapter 270 of the Acts of 1985](#) and its subsequent amendments. The Director of Public Health & Human Services works under the administrative direction of the Town Administrator, with policy guidance from the Town's Advisory Council on Public Health.

An elected nine-member [School Committee](#) oversees the policies and budget of the [Public Schools of Brookline](#). Brookline has a Representative Town Meeting form of government with 240 members, 15 members from each of the Town's 16 precincts. Town Meeting is the legislative body of the Town and Annual Town Meeting is usually held in late May or early June. A Special Town Meeting is scheduled to be held each Fall, usually in November. A summary of the most recent Town Meeting activity can be located in the [2020 Annual Report](#).

## Finance

The [Advisory Committee](#), the [Audit Committee](#), and the [Fiscal Advisory Committee](#) are essential parts of the Town's government. The Advisory Committee's primary function is to review and make recommendation on all matters to be considered at Town Meeting, including the proposed operating and capital budgets. The Audit Committee serves as an advisor to the Select Board. The Fiscal Advisory Committee is charged with reviewing fiscal and financial projections, examining Town and School budget principles and financial policies, and making associated suggestions.

Brookline's FY22 budget balances \$365.5 million in total revenues and expenses, covering the operations and capital expenditures of all municipal departments and the School department along with enterprise activities and other legal obligations of the Town. The School budget accounts for 60.2% of the total FY22 budget. Brookline's total debt service in FY20 is \$19.8 million, equating to 5.91% of the budget, according to the Massachusetts Department of Revenue's Division of Local Services. The Town's FY20 stabilization fund is \$7.15 million and free cash as of July 2019 is nearly \$14.4 million. Brookline holds a Standard and Poor's rating of AAA and Moody's rating of Aaa, as affirmed in credit opinions of February 2021.

Brookline has an FY21 total assessed value of \$27.41 billion, of which \$24.67 billion is residential, \$2.44 billion is commercial, and \$21 million is industrial. Free cash was certified at nearly \$14.4 million as of July 2019. The FY20 stabilization fund is approximately \$7.15 million. The links below provide additional insight into Brookline.

### Important Links:

- [Town of Brookline](#)
- [Health Department](#)
- [Director's Office](#)
- [Advisory Council on Public Health](#)
- [Healthy Brookline Studies](#)
- [Community Health](#)
- [Environmental Health](#)
- [Public Health Nursing & Epidemiology](#)
- [FY22 Budget Book](#)
- [Town Meetings](#)
- [Annual Reports](#)

## Position Responsibilities

The Director of Public Health & Human Services, a position which holds considerable authority per the Special Act creating the Department, provides leadership and strategic management of Brookline's Health Department. The Brookline Public Health Department provides a wide range of environmental, community, and clinical health services to monitor and improve the health and quality of life for Brookline residents. Working under the administrative direction of the Town Administrator, with policy guidance from the Town's Advisory Council on Public Health, the Director manages a comprehensive public health department including divisions for environmental health/inspections, child health, community health, public health nursing/epidemiology, substance abuse prevention and services, clinical animal control, tobacco prevention, and emergency preparedness. State registered sanitarian and certified health officer are preferred along with expert knowledge of the principles and practices of public health administration and relevant laws.

Specific position functions, among others, include:

- Enforces state and local public health laws, rules and regulations for the Town.
- Provides overall leadership and supervision to the Town's Department of Public Health; creates and maintains a surveillance system to monitor the health status of the



population, planning and implementing programs designed to reduce the burden of disease and disability and enhance quality of life; ensures the quality of the Town's public health activities.

- Sets goals and objectives with division directors and other staff members; monitors progress and evaluates employees. Responsible for recruiting staff; disciplining employees, up to and including termination, with advice from Town Administrator and Director of Human Resources.
- Prepares and administers the departmental budget.
- Assumes all responsibility for conducting health needs assessments and creating baseline indicators for monitoring and surveillance purposes. Based on results of needs assessments, involves staff, advisory committees, community leaders, and health care community in planning appropriate programs and interventions; implements public health programs designed to reduce the burden of disease and disability and improve quality of life.
- Responds to frequent media inquiries; utilizes excellent public relations and customer service skills in responding to inquiries in person, by telephone, or in writing; writes press releases as needed.
- Coordinates activities with the leadership of other human service agencies.
- Responsible for the maintenance of public health records, and prepares monthly and annual reports; processes numerous types of reports of diseases; attends all regular and special meetings of the Advisory Committee, and prepares and recommends regulations for their adoption.
- Writes grant applications; administers all grants received.
- Acts as liaison with academic community to foster collaborative partnership.
- Responsible for educating Brookline citizens regarding current and future emerging public health issues that will require serious attention.
- Responsible for the oversight of the Town's health center facility; oversees the building operation and upkeep.

### Ongoing Projects:

- Seek public health accreditation
- Create rodent control program
- Continue work on COVID issues
- Develop mental health programs, including issues created from COVID
- Develop substance abuse support programs
- Expand use of clinics in serving those in need
- Community engagement
- Racial equity



## Education and Experience

Position requires a Master's Degree in public health or related field; eight years of experience in a leadership position in public health, including five years as director of a major division, department, or agency; or any equivalent combination of education, training, and experience.

### Required Qualifications

- Thorough and expert knowledge of the principles and practices of public health administration.
- Thorough knowledge of the codes and laws relevant to public health conditions.
- Working knowledge of current inspection and control procedures.
- Knowledge of epidemiology.
- Strong communication skills, written and verbal.
- Ability to lead and guide discussions on social issues.
- Comfortable working with experts.
- Ability to plan, coordinate, and direct the activities of professional and technical personnel.
- Ability to enforce and interpret regulations firmly, tactfully, and impartially.
- Excellent planning and organizational skills.
- Strong budgetary skills.
- Excellent customer service skills and good negotiation skills.

### Preferred Characteristics

- Passionate about public health; knowledgeable of the various health disciplines.
- Willing to advocate based on data and need.
- Able to lead in developing policy and protocols.
- Has solid knowledge base to argue research-based proposals.
- Exhibits leadership; empowers staff; is approachable.
- Mentors staff; strives to grow department and personnel; develops internal training.
- Has the vision to work with more entities.
- Knows when to be firm and when to be conciliatory.
- Capable of standing up to outside influences.
- Strong verbal communications tools and interpersonal skills.
- Has a physical presence in Town.

### Special Requirements

- State registration as a registered sanitarian and certified health officer.

## Compensation Package

The Town of Brookline will offer an employment agreement and compensation package that is competitive with comparable area communities, with a salary range of \$117,375-\$138,262, depending on qualifications. An attractive benefits package, including health and retirement plans, and executive vacation leave, is part of the Director of Health & Human Services' total compensation.



Welcome to  
*Brookline*  
MASSACHUSETTS

### How To Apply

Position is open until filled. Interested applicants should send cover letter and résumé, in confidence, via email to:

[Apply@CommunityParadigm.com](mailto:Apply@CommunityParadigm.com)

**Subject: Brookline Health Director**

Submit a single PDF containing both cover letter and résumé.

Following the closing date, application materials will be reviewed according to the outlined qualifications. A selection of candidates will be chosen for further evaluation, reference checks, and background reviews before finalists are advanced to the Town Administrator.

Questions regarding the position should be directed to:

John Petrin, Senior Associate  
Community Paradigm Associates  
[JPetrin@communityparadigm.com](mailto:JPetrin@communityparadigm.com)  
781-552-1074

*The Town of Brookline recognizes and values diversity as a vital characteristic of the town. Brookline celebrates the diversity of the community it serves and the individuals it employs, embracing the differences in race, color, religious creed, national origin, ancestry, gender, age, handicap gender identity, sexual orientation, and military background.*

*The Town of Brookline believes it has a responsibility to capitalize on the strength emanating from these differences and has a duty to ensure its employees, citizens, vendors, and the members of the general public are treated with dignity and respect in all of their duties and dealings with the Town of Brookline.*

*The Town of Brookline believes a workplace that attracts and retains diverse personnel will allow it to serve its citizenry more creatively, strategically, and productively. A successful inclusion and diversity program will ensure these objectives, goals, and priorities are maintained.*

