



CITY OF BRIDGEPORT, CONNECTICUT

The City of Bridgeport is now accepting submissions for the position of

Deputy Director of Public Health *Department of Health and Social Services*

In direct support of Mayoral goals, and consistent with the objectives of our department, we are dedicated to enhancing the health and well-being of the Bridgeport community. Our mission is to provide high-quality public health services that promote and protect the health of our citizens. We accomplish this by monitoring the effectiveness of our programs, enforcing laws and ordinances that support public health, and collecting critical health data to inform our work. Commitment to excellence is unwavering, and we are proud to be an integral part of building a healthier, happier, and more vibrant Bridgeport.



For more information visit: <https://www.bridgeportct.gov/government/departments/health-social-services>.

Salary and Benefits: \$117,335.00 (step/level 1) - \$121,441.00 (step/level 2), \$123,930.00 (step/level 3) annually. Starting salary shall be commensurate with experience and qualification as determined by the City. This position is affiliated with the Bridgeport City Supervisors Association (BCSA) and includes an extensive package of benefits as outlined with the associated collective bargain agreement (aka “union contract”). The above salary is subject to cost-of-living increases as negotiated by BCSA. The benefits shall include health insurance coverage (medical, dental, vision, prescription), a term life insurance policy, paid leave (sick, vacation, personal), paid holidays, 457(b) deferred compensation plan (employee paid), and other voluntary employee paid benefits.

The City of Bridgeport also offers several voluntary benefit programs via automatic payroll deduction: 457(b) Deferred Compensation Plan with Roth options, legal services, and complimentary discounted perks for city municipal employees. Tuition reimbursement is available to most City employees based upon the terms of the contract which covers the employee. Additionally, tuition discounts may be available at various universities and colleges that have partnered with the City of Bridgeport.

The city participates in the Connecticut Municipal Employees Retirement System (CMERS) (www.osc.ct.gov/rbsd/cmers/muniretire.htm), which requires both employer and employee contributions. Please be aware that your earnings from this position are not covered under Social Security; instead, you will make contributions towards your government pension plan. For further information, you may visit the Social Security website at ssa.gov.

Application Process: Mail, deliver or email a resume, a cover letter, and three (3) professional references to the Civil Service Commission office, Room 106, 45 Lyon Terrace, Bridgeport, Connecticut 06604 or by email to COB.Jobs@bridgeportct.gov. Please include “Deputy Director – Public Health” in the subject line.

Accepting complete submissions until Sunday, June 2, 2024.

(Any/all changes to this opening shall be at the discretion of the City of Bridgeport).

This position will require a pre-employment medical examination and controlled substance screening.

Municipal Profile

The City of Bridgeport is in Fairfield County at the mouth of the Pequonnock River on Long Island Sound. It is bordered by the towns of Trumbull to the north, Fairfield to the west, and Stratford to the east; with an approximate population of 147,000, 50,367 households, and a population density of 9,226 residents per square mile. Nicknamed the “Park City” for its over 40 public parks and 1,300 acres of public space, Bridgeport is a vibrant community home to numerous attractions that enhance the City’s economic fortunes. The [Barnum Museum](#) showcases the life and times of the former City mayor and renowned showman, P.T. Barnum. The [Hartford Healthcare Amphitheater](#) holds live music and other shows. The [Total Mortgage Arena](#) brings hundreds of thousands of visitors annually to Bridgeport’s Downtown to watch minor league hockey, college basketball, college hockey, and other events. The [Connecticut's Beardsley Zoo](#) is one of the most visited tourist attractions and only zoo in the State. The [Sacred Heart University's Discovery Museum and Planetarium](#), located in the North End of the City, offers interactive science and space displays. Additionally, Bridgeport is home to a [Vinny Brand's Stress Factory Comedy Club](#), [Downtown Cabaret Theatre](#), and many [fine dining](#) options.

Governing Structure

The City has a Mayor-City Council form of government. Bridgeport has an elected mayor who serves as the chief executive officer of the municipal government and serves a four-year term. The current mayor is Joseph P. Ganim, who is currently serving his eighth term as mayor. The City Council is the twenty-member legislative body whose two major responsibilities are enacting ordinances necessary to ensure the welfare and good order of the City and adopting the City’s [annual budget](#). Councilmembers are elected by the residents of the ten council districts to represent the concerns, needs, and issues of their constituents, and work to improve the City’s neighborhoods. All Councilmembers serve a two-year term in office.

GENERAL STATEMENT OF DUTIES:

In accordance with Bridgeport Municipal Charter Chapter 20 § 2, the Deputy Director of Public Health shall be appointed by the Director of Public Health, with the approval of the Mayor, and serve at the pleasure of the Director. Under the direction of the Director of Public Health, the Deputy Director may support all divisions within the Department of Public Health & Social Services. The incumbent will be responsible for the administration of the department's core business and fiscal operations, as well as providing direct supervision of staff. The incumbent will oversee, direct, manage and evaluate operational functions, including coordination of grant responsibilities. The incumbent will develop departmental policies, procedures, and best practices for key administrative functions. Duties include but are not limited to ensuring program consistency with the department's mission and vision, adherence to grant and contract requirements; interpretation of public health statutes, regulations, local ordinances, and policies to provide direction to subordinate managers; coordination of programs that involve multiple programs or units; oversees program budgets and expenditures.

At the discretion of the Director of Public Health, this position will be assigned the direct responsibility for planning, developing, organizing, and directing a comprehensive environmental health program in compliance with local, state, and federal codes, ordinances, and statutes. Monitor and evaluate public health programs to assist the Director of Health with financial and operational planning. This position shall be tasked with overseeing a shared vision of improving and ensuring community and environmental health through thoughtful assessments, practical planning, and actionable implementation of comprehensive public health and environmental services. Is responsible for the enforcement of relevant sanitary and public health laws within the municipality. This position includes administrative and technical responsibilities, fiscal and supervisory duties and both field and office work. This position also serves as Acting Director of Health when needed.

This deputy director level position involves various leadership roles and administrative responsibilities including selection, training and performance evaluation of subordinates, plus successful execution of departmental programs

and projects. The incumbent assists in the direction of department operations and programs through subordinate supervisors with assigned responsibility for specific aspects of the environmental health portfolio. The incumbent works under the general direction of the Director of Public Health and must be capable of exercising independent judgment, demonstrating business acumen and sound technical knowledge to accomplish program objectives.

This leadership role requires strong analytical and technical abilities and demands fast, but carefully thought-out decisions. The job centers on developing new ideas, systems, and programs, in addition, analyzing and improving established ones. A high level of expertise is expected. A successful candidate will have a style that is purposeful and directed at advancing the city and environmental health/compliance strategy to improve operations and decision making.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

The essential functions or duties described below are the primary functions and duties of the position. There may be other types of work that may be performed, and the omission of a particular duty or function does not exclude that duty or function from the position provided the duty or function is similar in work, related to the work or logically assigned to the position.

- Performs a significant leadership role in collaborating with other departments or city administration, with other agencies, agencies of Federal and State government and with significant individuals on the investigation and proposed or possible resolution of problems; initiating or planning of new programs and the expansion of existing wherever warranted.
- Coordinate the periodic review of local, state, and federal legislation and ordinances to assure current departmental policies.
- Provide direction on the development of the strategy and vision for goals, objectives, policies, and priorities for the Bridgeport Health Department. Develops and executes major programs that are aligned to the objectives of the Bridgeport Health Department.
- Review data related to public health policy and trends to determine areas of strengths and weaknesses. Ensure effectiveness of health programs and services offered by the Health department.
- Meet with directors/supervisors of the operating divisions, sections, or projects of the department to provide direction to their respective programs and to consider changes in plans or operations which may reflect changes in public health needs, budgetary, staff or other changes.
- Attend meetings of public health and other relevant professional associations, including meeting with other health departments both from Connecticut and other states and territories to consider threats to the public health and ways to meet those threats as well as to consider how to deal with managerial, budgetary, legal, and other administrative matters of public health importance.
- Provides guidance with classification development for new positions, request replacement of staff in existing position and new staff positions. Report on the status of development, quality, operations, and overall performance of the Public Health Department.
- Develop applications for grant funds either directly to the Health Department or for community agencies in programs in which the Health Department participates.
- Direct the identification, evaluation, and acquisition of resources for health programs and services including grants and funding.
- Represents the Director of Public Health and Bridgeport Health Department as needed at city, public, professional, and civic meetings as assigned by the Director of Public Health.
- Performs related work as necessary.

Summary of Environmental Duties and Responsibilities:

- Enforce the City of Bridgeport's housing and sanitary codes, the Connecticut Public Health Code, and the Connecticut General Statutes.
- Supervises and coaches' inspectors, field, and support personnel (Sanitarians, Lead Inspector, Housing Inspectors, Sealer of Weights and Measures, Administrative Support, etc.), assigns and reviews work assignments, plans work schedules, monitors, and evaluates quality and quantity of

inspections, reviews inspector's decisions and actions, provides support, monitors performance, recognizes achievements and disciplines as necessary.

- Participates in investigating health problems and hazards by making inspections and following-up to achieve compliance.
- Develop policies and procedures related to scope of inspections.
- Oversees housing and commercial code, lead prevention program, anti-blight, and registered sanitarians.
- Provide vision, leadership, and direction for the environmental health department.
- Assists in the management of the department's personnel including taking appropriate disciplinary actions.
- Monitors the health department vector control activities, departmental policies, and procedures.
- Makes policy decisions subject to administrative approval and initiates plans for environmental health programs based on environmental and public health laws and regulations, to prevent health hazards to the community.
- Responsible for developing and managing the budget, revenues, and expenditure within the department.
- Develop Key Performance Indicators for departments, programs, and staff.
- Gives guidance and direction to subordinate program administrators.
- Studies and analyzes operational procedures. Prepares detailed and comprehensive reports and recommendations.
- Implement compliance tracking programs and record keeping systems.
- Develops and implements department workforce training, learning, development, and succession planning.
- Meets with public groups to explain programs and engender public interest and support.
- Prepares administrative rules, regulations and policies relating to environmental health programs.
- Reviews and replies to correspondence.
- Develops administrative methods for the purpose of achieving effective utilization of time and efficient operation of the environmental health program.
- Participate in community and state meetings.
- Work with the Emergency Management Director, other emergency response personnel, and community partners on issues related to emergency preparedness response.
- Assists with the department's emergency response and planning activities.
- Additional duties: work closely with other city departments including fire, police, planning and zoning, building and code enforcement, public works, fair rent, fair housing, social services, and state agencies.
- Other related duties as assigned.

MINIMUM EDUCATIONAL AND EXPERIENCE REQUIREMENTS:

- A Bachelor's degree in Public Health, Public Administration, or a related field. A Master's Degree in Public Health is preferred.
- 3-5 years of progressive experience in a health organization and Public Administration or a related field required.
- Minimum of 3 years of supervisory experience directing the planning, implementation, coordination, administration, monitoring, and evaluation of a comprehensive major program or division, with full responsibility for managing staff, resources, and activities. Master's Degree will count as one (1) year of experience.
- Experience leading collaborations with a broad range of partners, including community leaders, community-based organizations, and state or federal partners.

- Demonstrated work experience in or with diverse communities or other underserved populations and awareness of health equity issues.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Thorough knowledge of public health administration, policies, and practices.
- Knowledge and understanding of state public health laws and regulations and their application at the local level.
- Thorough knowledge of epidemiology and statistics, with experience in health research.
- Understanding of health prevention and risk reduction as it relates to children and families.
- Ability to analyze, interpret and explain proposed legislation and programs in terms of their implications and impacts on City programs, operations, and sources of revenue.
- Ability to operate flexibility within shifting political and operational constraints.
- Excellent oral and written communication skills and computer proficiency.
- Ability to recognize populations at risk for health problems and assist in the development of programs to meet such needs.
- Ability to manage a large organization, and facilitate cooperation and communication with other organizations, agencies, or departments.
- Strong management skills in the areas of organization, planning, administration, communication, and budgeting.
- Ability to solve complex development problems.
- Ability to communicate effectively verbally and in writing; with an aptitude to prepare and present oral and written reports.
- Must be able to interact professionally and communicate effectively with individuals at all levels of government, peers, site-based staff, agency partners as well as the public.
- Must be proficient in a variety of computer software applications: including Office 365 and planning and permitting applications as necessary.
- Ability to organize, prioritize and plan/schedule work tasks to meet deadlines.

Preferred qualifications based on Environmental Health assignment:

- Five (5) years of professional experience with primary responsibility for investigating, assessing, or controlling the human health impacts of environmental or occupational exposure to chemical, biological, radiological agents, or physical hazards. Three (3) years of this experience must have included technical leadership and supervision of technical professional staff in a government agency.
- Registration as a Registered Sanitarian (RS) in the state of Connecticut
- Connecticut Certified Food Service Sanitation officer
- Connecticut approved Subsurface Sewage Disposal Agent – Phases I and II
- Certified Qualified Food Operator Instructor
- Asbestos, radon, pesticide application, and housing licensure/training/knowledge desirable.

LICENSES AND CERTIFICATIONS:

- A valid Connecticut Driver's License may be required for transportation between various sites.

PHYSICAL DEMANDS AND WORK ENVIRONMENT:

The physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations which do not cause undue hardship may be made to enable individuals with disabilities to perform the essential functions.

- Essential and marginal functions may require maintaining the physical condition necessary for sitting for prolonged periods of time. Tasks may involve extended periods of time at a keyboard or workstation.

Frequent downward flexion of neck, side-to-side turning of the neck, fine finger dexterity and grasp to manipulate the keyboard, telephone, writing instruments, papers, books, manuals, and reports.

- Ability to see and read objects closely, as in typing from another document, reading/proofreading a report, read plans, using a computer monitor, filing and/or retrieving information from a filing system and verifying the accuracy of financial information.
- Additional hours and attending meetings outside regular work hours may be required. The work environment is professional and both team and autonomy oriented. This position is impacted by urgent time deadlines due to various reporting and filing requirements. Additionally, there is a need to be able to shift attention before tasks are completed to be able to balance user demands, telephone, and other interruptions.

This job description is not, nor is to be intended to be, a complete statement of all duties, functions, responsibilities, and qualifications which comprise this position. The above is intended as a general summary only. You should not rely on it as a complete or binding explanation. This summary is subject to the reasonable discretion of city management. This summary does not constitute a contract of employment, express or implied, between the employee and City of Bridgeport. This is an informational guide and is subject to correction of any information which may have been inadvertently misstated.

The City of Bridgeport is an Equal Opportunity Employer

For further information and contact:
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BRIDGEPORT, CONNECTICUT 06604
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[Explore Bridgeport](https://www.bridgeportct.gov/explore)