



CITY OF NEWTON, MA

COMMISSIONER HEALTH AND HUMAN SERVICES

Mayor Ruthanne Fuller and the City of Newton are seeking candidates for the position of Commissioner of Health and Human Services



APPLICATION DEADLINE

Monday, May 6, 2024



Please visit the website listed below or follow the QR code for additional information including the official position description



COMPENSATION

\$135,619 to \$167,050

Commensurate with experience, plus a comprehensive benefits package and the opportunity to join and lead a great team

 newtonma.gov/jobops

 HHSrecruitment@newtonma.gov

The City of Newton, MA is currently seeking applications for the position of Commissioner of Health and Human Services.

The successful candidate will have deep public health experience and a proven track record of collaboration and leadership.



OUR CITY

medical
reserve
corps



The City of Newton is a wonderful place to live and work. Newton has safe and attractive neighborhoods, an excellent public school system, an active community life, multiple transportation systems, proximity to Boston and a well-managed and financially strong City government. The City of Newton has a population of approximately 88,900, with 32,600 housing units and occupies a land area of 18.3 square miles. Newton has a diversified economic base with approximately 4,700 establishments employing approximately 79,500 people. Newton is principally suburban-residential in character and is known as "The Garden City." Unlike many other communities that are established around a single Main Street or downtown, Newton is comprised of thirteen distinctive villages.

Newton is special in many ways. Our excellent public school system has 22 public school buildings serving approximately 11,500 students. We are also home to a variety of private secondary and post-secondary schools. The longest stretch of the Boston Marathon runs through the City, including the well-known Heartbreak Hill. Newton-Wellesley Hospital, part of the Mass General Brigham health care system, serves as an important partner to the City. In September 2018, Newton was again ranked #1 in Massachusetts as the best place to live and #12 in the U.S.



OUR GOVERNMENT

Newton has what is known as a "strong Mayor" form of government with the Mayor having the executive and administrative powers of the City. The legislative branch is comprised of 24 City Councilors split evenly between eight wards.

Mayor Ruthanne Fuller was sworn in on January 1, 2018, after serving on the City Council for seven years and is currently in her second term. She ran on a platform of providing Newton's children with a top-notch education in an inclusive environment where empty nesters, older adults, young families, and people of diverse incomes can live together in vibrant villages and neighborhoods.

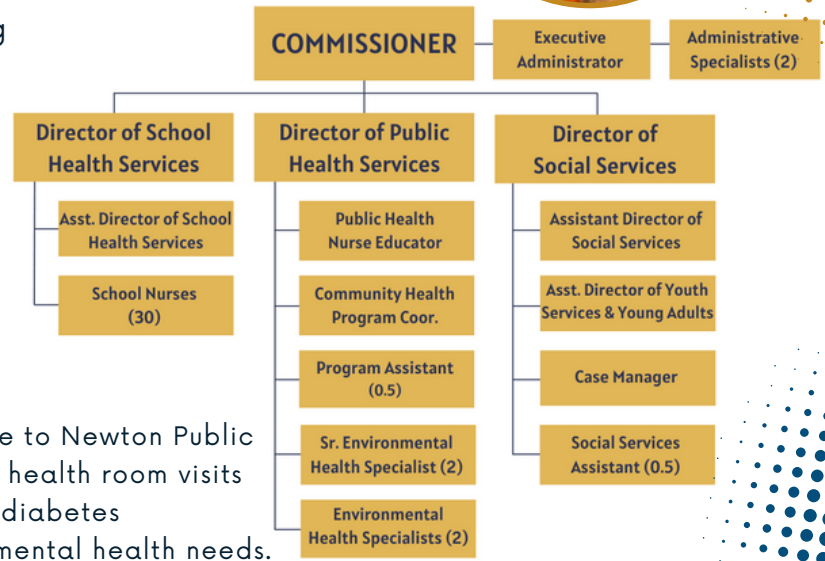
Mayor Fuller is committed to keeping Newton safe, improving the city's infrastructure, addressing climate change, providing excellent and responsive city services, and fostering art, culture and community life. The first female Mayor of Newton, she is a tireless advocate for all the city's residents and is committed to making sure the city is welcoming, inclusive and diverse. The City of Newton was evaluated by Moody's Investors Services in March 2024 and once again received its highest rating of AAA.



OUR DEPARTMENT

The City of Newton Department of Health and Human Services (HHS) is committed to supporting the diverse needs of Newton residents by offering a wide variety of programs and services from routine restaurant inspections to promote food safety practices; case management sessions to help individual residents identify supports they can rely on to manage challenges; programs for youth and families that promote healthy practices; and nursing care to students at all of our public schools. The department strives to proactively develop educational programming while also managing regulation compliance throughout our divisions.

HHS is comprised of multiple divisions including public health, environmental health, school health, social services, and youth services. Each division takes on the challenge of educating the public, enforcing codes, and responding to the immediate needs of our community with agility, diligence, and professionalism.



The **School Health Division** provides nursing care to Newton Public Schools students. Student health services include health room visits for illness and injury, medication administration, diabetes management, health education and addressing mental health needs.

The **Public Health Division** consists of environmental health, clinical health, and community health staff. Clinical Health staff engage in robust infection prevention efforts through communicable disease prevention, vaccination clinics and foodborne illness investigations. Environmental health staff protect the public's health by inspecting restaurants, homes and businesses and enforcing state and local laws.

The **Social Services Division** provides case management, outreach, information, and referrals including housing and rental assistance, financial and public benefit assistance, youth support, and mental health and substance use referrals. Social Services staff chair the Newton Coalition for Community Wellness which provides overdose education, harm reduction resources, and wellness support to Newton residents as well as guidance in prioritizing the use of the opioid settlement funds.

Unlike many communities, the City of Newton does not have an elected or appointed Board of Health. In Newton, the Commissioner of Health and Human Services reports directly to the Mayor as Chief Executive Officer of the City.

HHS consists of approximately 50 non-union and unionized team members, including 30 school nurses, and has a budget of approximately \$5.2 million.



OUR CANDIDATE

The Commissioner of Health and Human Services serves as the key public health leader for the City of Newton. The Commissioner is expected, during the next chapter of this strong Department's history, to fully embrace and ensure the implementation of its mission to protect, promote and sustain the health, harmony, and well-being of all Newton residents, in a culturally competent, respectful manner with a focus on prevention.

The Commissioner must be capable of inspiring trust and confidence with people in all of Newton's diverse villages, within the public health community both inside and outside of Newton, and earn the respect and confidence of the HHS team. The Commissioner will be able to foster a culture of growth, self-examination, and constant improvement, have exceptional communication and interpersonal skills and have a proven track record of collaboration and team leadership.

To be successful, the Commissioner must be a confident compassionate leader, able to nurture positive internal and external relationships, and demonstrate understanding, empathy, and caring while holding themselves and others to the highest standards of integrity and accountability.



- ✓ The Commissioner must establish and maintain a high level of credibility and trust throughout their department and with other City departments including the Newton Public Schools, as well as in the greater Newton community.
- ✓ The Commissioner must work collaboratively with all, have the ability to lead and listen, and hold a strong sense of fundamental fairness.
- ✓ The Commissioner must have a strong professional background and demonstrated commitment to best practices in public health, human services, social services, and school health services.
- ✓ The ideal candidate will be an adaptive leader committed to continuous improvement.
- ✓ The Commissioner must have excellent management and leadership skills.
- ✓ Specifically, the Commissioner must demonstrate the ability to manage staff resources within the confines of applicable collective bargaining agreements and budgets while handling increased and often more complex requests for services, support and collaboration.
- ✓ To achieve success, the Commissioner will need to develop and maintain positive, collaborative internal and external relationships while at the same time be able to listen, learn, and adapt and implement change where change may be needed.
- ✓ The ideal candidate will possess the requisite skills to develop and achieve broad consensus in ways that invite, recognize, acknowledge, and integrate contributions from within the HHS department, from other City and School departments, and from stakeholders in the community.





NEEDS & EXPECTATIONS



Work in sync with Mayor Fuller to **ENSURE HIGH QUALITY** public health initiatives and services within the community along with a vision that includes specific goals, objectives and action plans designed for the overall success and continuous improvement of the HHS department.



ENSURE, MAINTAIN and **BUILD UPON** the success of the department's mission to protect, promote and sustain the health, harmony, and well-being of all Newton residents, in a culturally competent, respectful manner with a focus on prevention.



Be able to and demonstrate **UNDERSTANDING**, and **EMPATHY** holding themselves and others to the values of **INTEGRITY, EQUITY** and **ACCOUNTABILITY** while making decisions that are in the best interest of the public health needs of the Newton community.



DEVELOP and **MAINTAIN** effective working relationships with the City Council, heads of other city departments and with the Newton Public Schools in particular, representatives of outside agencies, and the community.



HAVE EXTENSIVE KNOWLEDGE of public health standards and best practices, and a **DEEP COMMITMENT** to public health, school health, environmental health, social services and community engagement.



Recognize and identify talent within the department and commit to the continuous development and support of the HHS team.



KNOWLEDGE, SKILLS AND ABILITIES

COMPREHENSIVE KNOWLEDGE of the best practice principles and methods used in the planning, directing, managing, and overseeing of a multi-faced municipal health and human services department.

Demonstrated ability to build and sustain **POSITIVE INTERNAL** and **EXTERNAL RELATIONSHIPS** within the department, across City and School departments and throughout the community.

KEEN UNDERSTANDING OF DIVERSITY, EQUITY, AND INCLUSION and how it relates to every facet of the department, including in the delivery of services within the community and internally with hiring, training, and promoting and creating and maintaining a workplace culture of belonging and inclusion.

Demonstrated ability as an **INCLUSIVE, COLLABORATIVE LEADER** who works well with people throughout the community, including people of color, youth, people with disabilities, older adults, and people with mental health or substance use challenges.

EXCELLENT COMMUNICATIONS SKILLS, including the ability to speak effectively to a wide range of people and groups, to write well and to engage as an active listener.

Knowledge of **BUDGET DEVELOPMENT**, grant administration and allocation of personnel resources.

Demonstrated ability to **MANAGE RESOURCES** productively and in an effective and efficient manner that optimizes quality service and satisfaction.

We encourage all interested candidates to visit the [Department of Human Resources website](#) for a copy of the [official position description](#).





QUALIFICATIONS

We encourage all candidates who feel they are capable of successfully performing the responsibilities of this position to apply, regardless of the qualifications listed below and encourage you to visit the official position description for greater detail on this position's knowledge, skills and abilities.

Master's degree in public health, public administration, environmental health, or related field, and a minimum of five years of experience in community health or public health administration, preferably in a local public health agency, with at least two of those years in a senior leadership position required. Certification as a Health Officer in Massachusetts or the ability to obtain certification within three years of employment. Any equivalent combination of education, experience, knowledge, skills, and abilities that bring value to this position and our City, and as deemed acceptable to the City, will be considered.



COMPENSATION

The City of Newton believes that its employees are its greatest asset. To that end, we are committed to supporting our employees by providing competitive wages and growth, a comprehensive benefits package which includes a defined municipal pension plan, high quality health and dental insurance plans, generous paid leave benefits, paid holidays, wellness programming and access to supplemental benefits such as deferred compensation, short term disability plans, flexible spending accounts, and other employee benefits. We also provide access to an Employee Assistance Program and to employee training and professional development opportunities.

\$135,619 TO \$167,050 ANNUALLY

COMMENSURATE WITH EXPERIENCE, PLUS A COMPREHENSIVE BENEFITS PACKAGE



OUR PROCESS

To the extent possible and allowable by law, the City of Newton maintains strict confidentiality during the talent acquisition process. This commitment is a reflection of our respect for interested candidates and our commitment to maintaining the integrity of the process.

APPLICANTS SHOULD APPLY BY SUBMITTING A RESUME AND A LETTER OF INTEREST WRITTEN TO MAYOR RUTHANNE FULLER BY EMAIL TO HHSRECRUITMENT@NEWTONMA.GOV

APPLICATION DEADLINE IS MONDAY, MAY 6, 2024

Applicants selected for an interview will be contacted by the Human Resources Department. At this time, we are expecting two rounds of committee interviews (all closed to the public) and a final interview with Mayor Fuller. All final candidates will be required to undergo an extensive background check, and upon an offer of employment and acceptance by the candidate, will be required to undergo a pre employment physical and drug screen and a criminal offender records information check (CORI).

The City of Newton is an Equal Opportunity Employer that recruits and hires qualified candidates without regard to race, color, religion, sex (including pregnancy), gender identity, national origin, ancestry, political affiliation, sexual orientation, citizenship, disability, genetic information, age, military service, or any other non-merit factor. All qualified applicants will receive consideration for employment.