

**CITY OF LAWRENCE  
PUBLIC HEARING  
DOC. 39/2011**

**Be it ordained,** that the City Council for the City of Lawrence, MA hereby amends the Revised Ordinances for the City of Lawrence, MA by approving the following new section to the Municipal Code as follows:

**Sec. 2.70.270. Coordinator of Mayor's Health Task Force**

**A. Position Established; Duties**

There is hereby established the position of Coordinator of the Mayor's Health Task Force, who shall be appointed by the Mayor. The Coordinator of Mayor's Health Task Force shall, under the direction of the Community Development Director with guidance from health professionals of the Mayor's Health Task Force (MHTF) Executive Committee, and in conjunction with policies, procedures, rules, regulations, and ordinances of the department and the City of Lawrence, the Coordinator of the Mayor's Health Task Force shall have the lead responsibility to enhance the health of the community through the application of public health policies and initiatives. The Coordinator implements knowledge from public health and social sciences into the community through targeted interventions, programs and advocacy. The Coordinator serves as the community liaison to community groups and public health organizations on behalf of the City of Lawrence on public health issues. He/She performs professional level work in the field of public health planning, provides information and assistance to city officials, city staff, developers, the non-profit community and the public on public health matters, and performs all other similar related duties as assigned. The Coordinator manages the work of the Mayor's Health Task Force and its committees and task forces.

Under the direction of the Community Development Director, with guidance from health professionals of the MHTF Executive Committee, the Coordinator of the Mayor's Health Task Force shall: attend and participate in community and neighborhood meetings to gain an understanding of health-related issues and existing resources; maintain familiarity with the development and health needs of geographic areas through neighborhood meetings, and community contacts; supervise staff, contractors, and volunteers in the execution of public health grant programs; coordinate implementation of government and foundation-supported grant program with community based working groups; establish and maintain productive, professional working relationships with community leaders, elected officials, City staff and other agencies in the public health area; assist in project implementation at neighborhood level; maintain an understanding of a variety of neighborhood group interests and perspectives; research ways to leverage and coordinate resources to accomplish positive change; participate in program assessment and procedural development and review activities; direct and coordinate public health programs and services with other departments and agencies; coordinate and participate in public health clinics or outreach programs targeting specific populations or in response to epidemic outbreaks; interview and counsel patients; organize health screening assessment; and provide health education presentations; maintain relationships with traditional Mayor's Health Task Force partners and funders, and develop relationships with additional institutional partners; write program objectives, policies, procedures, and manuals; prepare reports and statistical summaries; develop community health resources and provide ongoing consultation and monitoring of services, acts as a resource person to city officials and community; supervise contract staff in execution of grant programs; coordinate implementation of grant programs with

other city departments and non profit participants; develop and conduct in-service training education and training programs for city staff; assist Commissioner of Board of Health in budget preparation; identify grant opportunities to meet community needs identified through community-wide, neighborhood, and departmental planning efforts; direct and work with other city departments and community partners in the preparation of grant applications and in administration of grants; respond to questions and provide information to the public, neighborhood leaders, other city departments and local agencies; work with City departments, City Council and other agencies to leverage resources and maintain a united effort in building healthy neighborhoods; participate on committees, task forces, and coalitions related to public health and emergency preparedness; represent the city in regional or statewide forums.

## **B. Coordinator of Community Health Strategies and Research - Salary and Benefits**

The salary for the Coordinator of Community Health Strategies and Research shall be at the non-union grade level 4, \$50,000-\$65,000 per annum. The Coordinator of Community Health Strategies and Research shall be entitled to receive all benefits provided to non-union employees regularly employed in the administrative service of the city. This position shall be a grant funded, employee at will position, and shall not be filled unless and until such grants are obtained. All amounts of salary and benefits shall be supported solely from such grant funds.

## **C. Coordinator of Community Health Strategies and Research - Qualifications**

The Coordinator of Community Health Strategies and Research shall have, at a minimum, a Master's Degree in Urban Planning, Public Administration or other related field and (2) two years experience in health planning; a Bachelor's Degree in Urban Planning, Public Administration or other related fields and (4) four years of experience in health planning; or an equivalent combination of education and experience. The employee should have experience planning and organizing at the neighborhood level.

Attest: William J. Maloney, City Clerk

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**ORD#:2011-30                   -APPROVED: 4-19-11                   -EFFECTIVE DATE: 5-20-11**  
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