



City of Waterbury
Department of Public Health
Healthy Homes
One Jefferson Square, 3rd Flr., Waterbury, CT 06706
Tel: 203-574-6786 Fax: 203-573-6677

With approximately 80% of the Waterbury Housing stock built before 1978, the need to identify lead hazards within the City is prominent. The purpose of the Healthy Homes Program is to identify and control lead-based paint hazards within the homes located in the City of Waterbury, utilizing the Lead Hazard Control Grant funded by HUD.

Executive Compliance Officer

Job Description:

The Executive Compliance Officer shall report to the Director of Health, Program Director and Program Manager. The Executive Compliance Officer's primary responsibility will include general office support to the Healthy Homes Program, track project elements, and document all requirements, starting with client in-take and concluding with project completion. The ideal candidate shall take the initiative in the absence of the Program Manager and must be flexible to serve a number of objectives simultaneously.

Rate of Pay - \$28.00 ~\$30.00 per hour

Duties:

- General office support to the program and staff
- Perform computer-based word processing, database, spreadsheets, and file management
- Perform client intake and processing of applications
- Preparation of purchase orders
- Preparation of contracts and submits to Corporation Counsel
- Maintain program's registry of applicants
- Maintain contractors' files
- Answer phones, copy files, provide technical assistance, and referrals
- Assist in Outreach events
- Perform client intake for One Touch Referral System

Required Knowledge:

Ability to communicate effectively, must possess strong computer skills to navigate via Microsoft Office to compile data for future statistical analysis and reporting. The candidate shall be organized and able to prioritize job tasks, coordinate meetings, conferences, seminars and outreach events. He/She must demonstrate discretion when dealing with confidential matters and shall secure all materials accordingly. He/She must be knowledgeable of legal procedures.

To Apply: Please complete the City's general application found at www.waterburyct.org. Please include your resume and email it to wtbyjobapps@waterburyct.org

This position is funded by a grant that is conditioned upon continuation of those funds. Additionally, the funding sources, in whole or in part, are other than City appropriations and may terminate when funding is no longer available.