

## **ENVIRONMENTAL HEALTH DIRECTOR**

### **DEFINITION**

To plan direct and administer the operations of the Environmental Health Program in the Public Health Division of the Health Services Agency.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives general direction from the Deputy Director of Public Health. This single position class is responsible to the Director of the Health Services Agency for managing and directing the Environmental Health Program. The incumbent serves as an advisor and internal consultant to staff and the public on environmental health matters. The incumbent works with a high degree of independence and requires professional, scientific knowledge of environmental health and administrative and management skills

Exercises direct administrative supervision over professional, technical and clerical staff.

### **EXAMPLES OF DUTIES** - Duties may include, but are not limited to, the following:

Supervises, trains and evaluates subordinate managers and staff.

Oversees the assessment of current community needs, anticipates future community requirements, and assures that the environmental health program meets current and anticipated community requirements.

Oversees the design and development of new environmental health programs which include ordinances, policies and procedures, staffing, education and outreach.

Acts as an internal consultant and advisor to staff for environmental health and management issues.

Assists in the preparation of the annual budget and monitors expenditures and revenues;

Negotiates grant applications, fees, ordinances and contracts.

Keeps abreast of legislative and technical changes in the environmental health field and recommends and implements changes in the program, as appropriate.

Coordinates environmental health division activities with other County, State and Federal agencies; advises and confers with State and local officials concerning environmental health methods, procedures and problems.

Reviews complex cases against violators which require court action, and testifies as an expert witness in court proceedings.

May input, access and analyze data using a computer.

May oversee the establishment and maintenance of computerized recordkeeping and tracking systems.

Assures that staff keep current in the field of environmental health by overseeing the in-service training program.

Prepares correspondence and reports.

Attends and/or conducts administrative hearings, meetings and conferences.

Perform related duties as assigned.

### QUALIFICATIONS

#### Knowledge of:

Thorough knowledge of the State laws, regulations and programs relating to environmental health;

Thorough knowledge of the principles and practices of environmental health protection and education;

Working knowledge of principles and practices of organization and management;

Working knowledge of principles and practices of supervision and training;

Working knowledge of the issues facing environmental health professionals including hazardous materials handling and waste water management;

Some knowledge of budget preparation and administration;

Some knowledge of the application of data processing to environmental health operations.

#### Ability to:

Plan, organize, direct and coordinate a comprehensive environmental health program;

Select, train and evaluate subordinate supervisory and support staff;

Establish and maintain an effective working relationship with governmental officials, civic leaders, health professionals and the public;

Prepare and present clear concise oral and written reports;

Act as a consultant and advisor for environmental health matters;

Interpret, analyze, explain and apply laws, rules, regulations and ordinances;

Evaluate programs, policies and practices, define problems and recommend solutions;

Learn to input, access and analyze data using a computer.

Prepare and administer a budget.

#### Experience and Training Guidelines

Any combination of training and experience, which would provide the required knowledge and abilities, is qualifying. A typical way to obtain the knowledge and abilities would be:

##### Experience:

Five years of progressively responsible experience in the environmental health field including two years experience as a supervisor or manager.

##### Training:

A Master's Degree in Public Health, Environmental Health, Public Administration or related health field may be substituted for one year of experience.

#### SPECIAL REQUIREMENTS

Possession of a valid California Class C Driver's license.

Possession of a valid certificate of registration as an Environmental Health Specialist issued by the State of California, Department of Health Services.

Classification Code:	05883300
Bargaining Unit:	10
FLSA Status:	N
Workers' Compensation Code:	8810
Pay Table:	CNTY
Range:	Refer to current "Class Range Sort List"