

**MENDOCINO COUNTY GOVERNMENT
CLASS SPECIFICATION**

CLASS TITLE:	ENVIRONMENTAL HEALTH DIRECTOR
DEPARTMENT:	PUBLIC HEALTH
REPORTS TO:	PUBLIC HEALTH DIRECTOR

CLASS CODE: 4042
FLSA STATUS: E
DATE: 10/99

JOB SUMMARY AND DISTINGUISHING FEATURES:

Appointed division director responsible for directing all staff and division functions, including long and short range planning, budget and policy development and staff management. Division is responsible for delivering comprehensive environmental health services and enforcing laws and regulations as related to animals, food, housing, land use, environmental quality, recreation, vector control, hazardous materials, waste and water supply.

ESSENTIAL JOB FUNCTIONS: (All responsibilities may not be performed by all incumbents.)

Directs and manages division staff members which are responsible for performing various environmental health services, including, but not limited to: inspecting public food facilities, pools, water systems, septic systems, businesses handling hazardous materials, domestic wells, landfills, etc.; issuing permits; responding to hazardous waste releases and/or accidents; and investigating complaints.

Carries out supervisory/managerial responsibility in accordance with policies, procedures and applicable laws including: interviewing, hiring and training, planning, assigning and directing work; establishing deadlines; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

Plans, coordinates, assigns, and monitors performance and coaches, counsels, mentors, trains, and advises employees in division for the dual goals of meeting division goals and employee career development.

Interprets, develops, communicates, updates and monitors ordinances, policies, procedures, and standards for the division and County; recommends improvement when necessary; and writes/revises same.

Prepares, evaluates and monitors annual budget, proposes fees and oversees the development and administration of grants.

Makes presentations to various boards and committees regarding division functions.

Serves as a member and/or chair of various committees, meetings, teams and/or boards; participates in strategic planning, problem solving and goal setting activities; and collaborates, persuades, and negotiates with others outside own work area to coordinate efforts and maintain cooperative and efficient relations.

Consults with County Counsel and other County officials regarding various matters and for the purpose of seeking advice.

Plans long-range goals, objectives, organizational structure, and overall direction for the division.

Plans and implements short-term or annual goals, objectives, and strategies for the division, projects or programs to ensure efficient organization and completion of work.

Oversees the development and administration of various programs.

Follows up and represents division on inquiries from various agencies, groups, media, etc., regarding division programs and services.

Investigates complaints and reports findings.

Conducts health officer hearings in conjunction with legal action.

Assists in making inspections and investigations related to public health laws including inspections in the areas of animals, food, housing, land use, environmental quality, recreation, vector control, water supply and waste control.

Monitors current, newly adopted, and proposed legislation, rules and regulations and disseminates information to division officials and staff regarding same.

Ensures quality standards and compliance with regulations are maintained.

Maintains and upgrades professional knowledge, skills, and development by attending seminars and training programs and reading trade and professional journals and publications.

Prepares complex, routine and non-routine reports as requested utilizing a variety of software; receives, sorts, and summarizes material for the preparation of reports; prepares work reports; and relays and interprets administrative decisions, policies and instructions.

Interacts with a variety of high level individuals, both internally and within the community to provide information, disseminate divisional information and assist in resolving administrative issues.

Performs other related duties as assigned.

MATERIAL AND EQUIPMENT USED:

Personal Computer and/or Terminal

General Office Equipment

MINIMUM QUALIFICATIONS REQUIRED:

Education and Experience:

Bachelor's degree from an accredited college or university in Environmental Health or related field; and,

Five to seven years of progressively responsible related experience; or,

Any combination of education, training and experience which provides the required knowledge, skills, and abilities to perform the essential functions of the job.

Licenses and Certifications:

California Registration as an Environmental Health Specialist

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

Applicable state, federal and local ordinances, codes, laws, rules and regulations and legislative issues.

Administrative principles and practices, including goal setting and implementation.

Administration of staff and activities, either directly or through subordinate supervision.

Modern methods, techniques and theories of environmental health.

Human Resources policies, procedures, rules and regulations.

Governmental financial operations, including budgeting, accounting and grants administration.

Conflict resolution.

Methods and techniques of research, statistical analysis and report presentation.

All computer applications and hardware related to performance of the essential functions of the job.

Correct English usage, including spelling, grammar, punctuation, and vocabulary.

Internal departmental policies and procedures.

County government organization and operations.

External governmental bodies and agencies related to area of assignment.

Standard business arithmetic, including percentages and decimals.

Skill in:

Planning, organizing, assigning, directing, reviewing and evaluating the work of staff.

Selecting and motivating staff and providing for their training and professional development.

Mediation techniques to resolve conflicts between management and staff.

Using tact, discretion, initiative and independent judgment within established guidelines.

Making presentations.

Analyzing and resolving office administrative situations and problems.

Researching, compiling, and summarizing a variety of informational and statistical data and materials.

Organizing work, setting priorities, meeting critical deadlines, and following up on assignments with a minimum of direction.

Applying logical thinking to solve problems or accomplish tasks; to understand, interpret and communicate complicated policies, procedures and protocols.

Using a VDT to accurately and rapidly enter and retrieve data and information.

Communicating orally with internal staff, citizens, and other departmental staff in order to give and receive information in a courteous manner.

Operating and routine maintenance of general office machines such as copiers, facsimile machines, telephone systems, and paging systems.

Mental and Physical Abilities:

Ability to read and interpret documents such as operation and maintenance instructions, procedure manuals, etc.

Ability to understand and carry out written and oral instructions, giving close attention to detail and accuracy.

Ability to delegate authority to staff.

Ability to establish and maintain effective working relationships with others.

Ability to draft and type correspondence.

Ability to add, subtract, multiply and divide whole numbers, common fractions and decimals.

Ability to analyze and resolve problems involving several variables..

While performing the essential functions of this job, the incumbent is regularly required to sit.

While performing the essential functions of this job, the incumbent is regularly required to use hands to finger, handle, or feel objects and reach with hands and arms.

While performing the essential functions of this job, the incumbent is regularly required to use hands to speak and hear.

While performing the essential functions of this job, the incumbent is regularly required to lift and/or move up to 10 pounds.

While performing the essential functions of this job, the incumbent is regularly required to maintain body equilibrium to prevent falling when walking, standing, crouching, or running on narrow, slippery or erratically moving surfaces.

While performing the essential functions of this job, the incumbent is regularly required to use color, sound, texture, and odor perception and discrimination.

Working Conditions:

While performing the essential functions of this position the employee is regularly exposed to possible injury from moving mechanical parts, electrical shock, fumes or airborne particles, toxic or caustic chemicals and outdoor atmospheric conditions.

Work is performed in a normal office environment and outdoors with exposure to outdoor temperatures, dirt and dust.

The incumbent's working conditions are typically moderately quiet, but may be loud at times and at some locations.

file: envheadi.4042

This class specification should not be interpreted as all inclusive. It is intended to identify the essential functions and requirements of this job. Incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this specification. Any essential function or requirement of this class will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible.