

## ENVIRONMENTAL HEALTH DIRECTOR I

This is managerial work in directing a complex and/or diverse environmental health program in a large and heavily populated county, or directing a health department in a large, dynamic county with direct managerial responsibility for non-environmental health programs such as emergency medical services, community planning, or enforcement of building codes which represent a significant portion of the environmental health budget.

### I. SUPERVISORY/MANAGERIAL FUNCTIONS:

Planning - Employees plan short and long-term objectives for both the basic environmental health programs and additional programs for which the health department has been delegated responsibility by local governing authorities. Employees establish goals, priorities, and deadlines and revise these as necessary to accommodate change.

Organizing and Directing - Employees provide direction and consultation to supervisors in establishing priorities, meeting objectives, and managing the flow of work within the department. Major and permanent organization changes require advance approval from higher level authority within the health department or local governing authorities. Employees propose major organization changes in order to accommodate changing program emphasis and new programs. Employees independently approve routine changes in methods, procedures, and staffing patterns.

Budgeting - Employees develop, obtain approval for, and maintain separate budgets for units within the department. Employees evaluate budget needs based on consideration of priorities and propose, with considerable influence, complex budgets to higher level authority such as local governing boards.

Training - Employees determine staff training needs and establish, implement, and evaluate the effectiveness of in-service training programs to meet these needs. Employees evaluate the quality and effectiveness of training opportunities outside the health department and select staff to attend these programs. Employees evaluate the quality and effectiveness of all training programs attended by staff.

Setting Work Standards - Employees ensure that staff understand and consistently apply State, local and Federal environmental health laws and regulations. Employees research, develop, and establish local work policies, practices, standards and procedures, and local government ordinances. Employees may have input into the development of statewide standards.

Reviewing Work - Employees review overall program accomplishments, progress in meeting objectives, and status of projects through periodic review of written reports and through conferences with supervisors and staff.

Counseling and Disciplining - Resolution of routine grievances and implementation of the first and/or second steps in disciplinary actions are usually accomplished through supervisors. Local agency policy requires consultation with the agency director and/or local governing boards in the case of more serious disciplinary problems. Employees play an essential role in disciplinary and grievance actions in representing a formal step in the processes and in the role of consultant to supervisors and management.

Performing Other Personnel Functions - Employees initiate personnel actions such as recommendations for promotions, selection, salary adjustments, and transfers with final authority in such matters typically resting with the agency director and/or local governing authorities.

II. SCOPE AND NATURE OF WORK SUPERVISED:

Dynamics of Work Supervised - While the majority of basic environmental health program activity is relatively stable with predictable changes that can be planned for, some developing programs in emerging fields of work or county operated programs are subject to less predictable change with a corresponding need to frequently adjust to changes in law, technology, methodology, and demographic considerations.

Variety of Work Supervised - Employees supervise work in a variety of environmental health programs. Employees may also supervise additional programs such as a health department operated landfill or animal control program, or other nontypical program.

Number of Employees Responsible For - Employees typically supervise a staff of between 12 and 16 professional and technical environmental health employees. In cases where additional county programs are operated directly by the health department, additional employees may be supervised.

III. EXTENT OF SUPERVISION RECEIVED: Employees receive only general guidance, usually in the form of broad operating guidelines and department policies. Major projects and objectives are reviewed periodically for results and effectiveness; other work is reviewed after the fact through conferences and written reports.

IV. SPECIAL ADDITIONAL CONSIDERATIONS: Employees may have staff at several locations.

V. RECRUITMENT STANDARDS:

Knowledges, Skills, and Abilities - A thorough knowledge of environmental health laws, rules, and procedures. Thorough knowledge of environmental health methods and technology in both existing and emerging professional fields of work. Considerable knowledge of the duties and responsibilities of environmental health specialists. Ability to plan, organize, direct, and administer a large, complex, and/or diverse environmental health program. Ability to deal with the more difficult administrative, managerial, and environmental problems. Ability to establish and maintain working relationships with a wide range of public, private, and community groups and individuals. Ability to assess current and anticipated community and program needs, and to develop and implement programs to meet these needs.

Minimum Training and Experience Requirements - Five years of experience in professional environmental health work at the Environmental Health Specialist level or above in a health department, including two years of administrative management or supervisory experience.

Necessary Special Qualification - Registered as a Sanitarian by the North Carolina State Board of Sanitarian Examiners.