



# COUNTY OF INYO

## ENVIRONMENTAL HEALTH DIRECTOR

### DEFINITION:

The Director of Environmental Health Services is responsible to the Board of Supervisors for managing and directing all aspects of the Department of Environmental Health Services. The Department of Environmental Health Services' programs include food sanitation, community water supply systems, well construction, County-operated water testing laboratory, on-site wastewater disposal, hazardous waste management and integrated waste management regulations, and recreational health.

### DISTINGUISHING CHARACTERISTICS:

Important qualifications will include the ability to develop and maintain a close working relationship with the Board of Supervisors and other department heads; strong communication skills; and an ability to relate well to the public, management, and employees at all levels. In addition the successful candidate must: be professional and highly ethical; be a leader and team player; be result oriented and proactive; be fiscally responsible; have effective presentation skills; be approachable; be willing to take reasonable risks; implement Board decisions as promptly as if they were his/her own; keep the Board fully and regularly informed; be able to work effectively with the media; be a "quick study" capable of becoming highly productive immediately; be a team player and good listener; provide excellent customer service.



## ESSENTIAL DUTIES

Plans, directs, manages, and oversees the functions, operations and programs of the Department; ensures the effective and reasonable enforcement of laws and regulations pertaining to environmental health and related programs; oversees and participates in the development and implementation of departmental goals, objectives, policies and priorities; assesses and recommends solutions to complex problems affecting departmental operations and functions; selects, directs, supervises, trains, and evaluates staff; develops and administers assigned budgets, prepares budget requests, and controls expenditures; confers with local and State officials regarding environmental health issues; represents the Department to the public, community organizations, and other governmental agencies; makes decisions regarding enforcement of departmental programs; conducts public information activities; oversees the preparation of and prepares reports and presentations on assigned functions and activities; maintains contact with the press and community organizations; interprets program policy in handling situations involving the public; conducts compliance inspections and field work; establishes and maintains effective working relationships with others; other related duties as required.

## EMPLOYMENT STANDARDS:

### **Education/Experience:**

Must possess a Bachelor's degree from an accredited college or university with major coursework in environmental health or a closely related field (a Master's degree is desirable), plus a valid certificate of registration as an Environmental Health specialist issued by the California Department of Health Services, with a minimum of five years of experience in environmental health investigation,



inspection, and enforcement work, including a minimum of two years in a supervisory capacity.

**Knowledge of:**

Operational characteristics and functions of an environmental health program; principles and techniques of management and program administration; principles and practices of environmental quality control, public health, and sanitation; pertinent Federal, State, and local laws, codes and regulations; functions and operations of governmental agencies concerned with environmental quality control; proper inspection and investigative methods and procedures; principles and practices of budget development, preparation and expenditure control; principles and practices of supervision, training, and performance evaluation.

**Skill to:**

Plan, direct, manage, and oversee the programs, functions, and operations of the department; formulate and implement Countywide inspection and enforcement programs; supervise, train, and evaluate the work of assigned staff; develop and prepare an assigned budget and control expenditures; prepare and present accurate and comprehensive reports and recommendations; analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals; interpret, apply, and explain policies, procedures, laws, and regulations pertaining to assigned programs and functions; effectively represent the Department of Environmental Health Services programs to the public, community organizations, and other governmental agencies; promote and maintain positive public relations and possess above-average oral and written communication skills.

**Special Requirements:**

Must possess a valid operator's license issued by the State Department of Motor Vehicles. Must successfully complete a pre-employment background investigation.



Your position may be required to serve as a Disaster Service Worker during a County emergency.