



COUNTY OF ERIE

POSITION ANNOUNCEMENT

AN EQUAL OPPORTUNITY EMPLOYER

POSTING DATE: JANUARY 11, 2019

CLOSING DATE: JANUARY 28, 2019

TITLE: DIRECTOR OF ENVIRONMENTAL HEALTH

GRADE: NB 17

DEPARTMENT: PUBLIC HEALTH

BARGAINING UNIT: NON-BARGAINING

ENTRY RATE: \$25.77/HR \$50,252/YR

HOURS PER WEEK: 37.5

PROCEDURE TO APPLY: Please read the **County of Erie Job Application Procedures** before applying. Those wishing to apply for this position shall submit a County Employment Application and a Bid Form stating their qualifications to the Personnel Department at the Erie County Court House, Room 501, Erie, PA 16501. Apply Monday - Friday, 8:30 am - 4:00 pm.

APPLICATIONS AND BID FORMS CAN BE DOWNLOADED FROM THE INTERNET BY GOING TO THE ERIE COUNTY WEB SITE AT www.eriecountygov.org AND THEN CLICK ON JOB OPPORTUNITIES. COMPLETED FORMS CAN EITHER BE MAILED TO THE ABOVE ADDRESS OR FAXED TO 814-451-6484.

THE COUNTY OF ERIE IS AN EQUAL OPPORTUNITY EMPLOYER. MEN AND WOMEN OF ALL MINORITY AND NON-MINORITY GROUPS INCLUDING INDIVIDUALS WITH DISABILITIES ARE ENCOURAGED TO APPLY.

ALL NEW HIRES ARE SUBJECT TO A CRIMINAL BACKGROUND CHECK.

DEFINITION OF CLASS

This is administrative, professional work directing the countywide environmental health program. Work includes planning, promoting, developing, and administering the County-wide environmental program. The employee in this class is responsible for developing and interpreting policies and procedures and for developing and maintaining acceptable standards of environmental services. The employee in this class manages the Environmental Health Program and directs a staff of professional, technical and clerical employees responsible for programs, such as retail food safety, water quality, solid waste, public drinking water, vector control, on-lot sewage disposal, sewage and industrial waste treatment and disposal, storm water, public schools, public bathing places, campgrounds, manufactured home parks, and body art establishments. The employee has the authority to establish program goals and objectives and make final decisions and to select the procedures for program implementation. Work is reviewed by the Health Department Director.

DUTIES AND RESPONSIBILITIES

- Plans, promotes, develops and administers the countywide Environmental Health Program.
- Supervises a staff of professional, technical and clerical personnel responsible for implementing various Commonwealth laws, rules and regulations; County ordinances; and related services.
- Responsibilities include the overall direction of environmental programs.
- Responsible for conformance with Commonwealth rules, regulations, policies and procedures.
- Responsible for writing County ordinances and developing Environmental policies and procedures.
- Responsible for determining work priorities of staff and evaluating supervisors' abilities to effectively manage employees.
- Reviews staff inspection tallies and time reports to determine effective work output by staff within

- each program.
- Prepares a budget for and oversees expenditures and revenues for the Environmental Health Program.
- Applies for and administers grants. Develops reports.
- Interviews applicants for permanent and temporary jobs and reviews all annual employee evaluations prepared by lower level supervisory personnel.
- Initiates disciplinary actions for staff when warranted in conformance with the personnel code and provisions of the union contract.
- Approves all enforcement actions initiated by the staff after evaluating documentation of violations and uniformity and consistency of legal actions with Department policies and procedures.
- Attends Finance, Personnel, County Council, and Board of Health meetings.
- Develops and oversees quality improvement projects.
- Actively participates in the Reaccreditation process
- Identifies environmental health needs of the community and initiates innovative solutions to address issues.
- Strong community leader that establishes effective liaison with local news media; environmental groups; regulated business and industry representatives; local, state and federal government agencies; other County departments; and elected officials.
- Performs related work as required.
- The above statements reflect the general details considered necessary to describe the principal functions of the job and shall not be considered as a detailed description of all the work requirements that may be inherent in the job.

KNOWLEDGE, SKILLS AND ABILITIES

- Thorough knowledge of the laws, principles and practices of public and environmental health.
- Considerable knowledge in the principles and practices of effective supervision.
- Knowledge of the basic principles of chemistry, biology, and epidemiology.
- Knowledge of the functions of local and state government, including the regulatory processes, finance and administration.
- Considerable knowledge of computers and software related to word processing, spreadsheets, presentations, and databases.
- Ability to maintain a high degree of staff efficiency and productivity.
- Must possess strong leadership ability.
- Ability to facilitate group processes and group decision-making.
- Understanding of the factors and conditions that have a negative impact on the health of the public.
- Ability to plan, execute and evaluate broad, complex activities in public health and supervise the work of subordinate supervisors, professional, technical and clerical personnel.
- Ability to express ideas clearly and concisely in oral, written and graphic form.
- Ability to establish and maintain effective working relationships with associates, government, business and industry representatives, media, and the general public.
- Ability to work an Alternate or Flex work schedule when/as needed.

MINIMUM QUALIFICATIONS/REQUIREMENTS

Bachelor's degree in biology, chemistry, or related environmental science. Five years of progressively responsible experience in the field of environmental health; prefer three of these years to have been in administrative or supervisory capacity.

NECESSARY SPECIAL REQUIREMENTS

Possession of a valid automobile operator's license as issued by the Commonwealth of Pennsylvania and ability to obtain transportation to perform job duties on a daily basis.

CONDITION OF EMPLOYMENT

The selected candidate will be **pre-employment required** to obtain, at their own expense, 3 forms of clearance, including PA State Police Criminal History Record Check; PA Child Abuse History; and FBI Criminal History Background Check including finger printing. **This pre-employment requirement applies to all County employees exercising their bumping rights.**

