

Director of Environmental Health (Promotional) Tompkins County

Department: Whole Health Department

Classification: Competitive

Labor Grade: Management Grade 89

Approved: 1/2007

Revised: 9/08; 2/2023; 6/2025

By: RP, Commissioner of Human Resources

PROMOTIONAL QUALIFICATIONS:

This departmental promotional opportunity is limited to current employees of Tompkins County Whole Health Department. Applicants must currently hold, and have held, at least five years of competitive class status as a Senior Public Health Sanitarian, Senior Environmental Health Specialist, or Public Health Engineer.

Special Requirements:

1. The selected candidate must also satisfy the minimum qualifications set by Section 11.90 of the New York State Sanitary Code at time of appointment.
2. The successful candidate must possess a valid NYS driver's license at the time of appointment and maintain such license continuously for the duration of employment.

Tompkins County is Committed to Equity and Inclusion. We encourage those with similar values to apply.

DISTINGUISHING FEATURES OF THE CLASS:

The work involves responsibility for developing, planning, supervising, implementing, evaluating, budgeting, and enforcing environmental health programs for the County. The incumbent will advise, educate, and collaborate with public officials, facility owners and operators, and County residents regarding compliance with all applicable laws, rules, codes, policies, and provide leadership in promotion of public health through application of environmental health practices. The employee's external contacts may be with Legislators, other high-ranking officials and administrators, or heads of public or private agencies and involve important issues of public health policy and interagency cooperation. The Director of Environmental Health's internal contacts will be across units within the department as well as across departments within the organization and will entail developing public health programs and coordinating activities. A high level of interpersonal skill is necessary in order to persuade, motivate and influence people under adverse or tense conditions and to facilitate meetings and negotiations involving important and difficult public health issues. The employee exercises a high level of autonomy and independent judgment when carrying out the responsibilities of the position. Risk of injury or illness is minimal. The work environment may entail some exposure to disagreeable conditions and visual effort is moderate. The work is performed under the general direction of the Whole Health Commissioner with wide leeway allowed for the exercise of independent judgment. This position has direct responsibility for all personnel in the Environmental Health division, which is a major division of a large county department. The incumbent does related work as required with considerable autonomy and independent judgment in planning and carrying out the details of the work.

TYPICAL WORK ACTIVITIES:

- Plans, develops, supervises, and participates in a variety of environmental health program activities, including all state mandated core programs and locally adopted programs to ensure compliance with applicable standards of public health

and safety;

- Prepares plans, supervises the response, and coordinates with state and community partners on issues related to emerging environmental contaminants and other environmental health issues of community concern;
- Prepares and supervises the preparation of a variety of statistics, data, reports, and records;
- Researches, prepares, and supervises the preparation of specialized reports such as environmental projects, code revisions, fee schedules, legal data, staffing recommendations, cost studies, and budget estimates;
- Consults with professional staff on matters concerning financial, legal, medical, and engineering implications of administering environmental health programs;
- Ensures training, supervision, and evaluation of subordinate technical and support staff;
- Develops internal policies and procedures and establishes program priorities;
- Represents the Health Department in matters related to environmental health programs;
- Responds to requests from public officials and the general public regarding issues related to environmental health;
- Performs environmental health field-work including on-site supervision, investigations, tests and diagnosing, and resolving difficult problems; and
- Maintains relationships and cooperates with state and federal agencies whose work or policies affect the environmental health programs.
- Responsible for staff recruitment, selection, orientation, training and supervision.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS:

- Thorough knowledge of modern principles and practices of environmental health administration;
- Thorough knowledge of federal, state, and local laws, rules, regulations, and sanitary codes;
- Comprehensive knowledge of natural science and mathematics;
- Comprehensive knowledge of budget preparation and administration;
- Working knowledge of public information and public relations techniques;
- Ability to plan, organize, coordinate, administer, and evaluate the effectiveness of program plans and provision of services related to environmental health;
- Working knowledge of computer use and software programs;
- Ability to prepare budgets, operating reports, and a variety of other reports relative to program activities;
- Thorough knowledge of the principles, practices and techniques of supervision;
- Ability to understand and interpret complex oral instructions and/or written directions;
- Ability to inspect for and detect environmental health problems and hazards;
- Ability to establish and maintain effective working relationships with others;
- Ability to deal effectively with the public; and
- Physical condition commensurate with the demands of the job.

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