

DIRECTOR OF ENVIRONMENTAL HEALTH

TOMPKINS COUNTY

Department Health Dept.
Classification Competitive
Labor Grade R (88)
Approved Reclass
Revised 9/08
By AF: Commissioner of Personnel
BBP Risk Factor 2

DISTINGUISHING FEATURES OF THE CLASS:

The work involves responsibility for planning, supervising, implementing, budgeting, and enforcing environmental health programs for the County. The incumbent will advise, educate, and collaborate with public officials 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 work is performed under the general supervision of the Public Health Director with wide leeway allowed for the exercise of independent judgment. Direct supervision is exercised over subordinate technical and support staff. The incumbent does related work as required.

TYPICAL WORK ACTIVITIES:

- Plans, 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 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.

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;

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DIRECTOR OF ENVIRONMENTAL HEALTH (CONTINUED)

KNOWLEDGE, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS (CONTINUED):

- Ability to prepare budgets, operating reports, and a variety of other reports relative to program activities;
- Ability to plan and supervise the work of others;
- 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.

MINIMUM QUALIFICATIONS:

- A) Possession of a Bachelor's Degree from a regionally accredited or New York State registered college or university in sanitary, environmental, chemical, civil or public health engineering or related environmental science field **AND** at least two years of full-time paid administrative and supervisory experience as a supervising public health engineer or supervising public health sanitarian **OR** five years of full-time paid environmental health experience, including two years of supervisory responsibility that demonstrates that the candidate has the technical and administrative skills necessary to manage programs that can anticipate, recognize and respond to environmental health challenges; **OR**
- B) Possession of a Bachelor's Degree from a regionally accredited or New York State registered college or university with thirty (30) credit hours in the natural sciences, of which not more than twelve (12) credit hours may be in the applied sciences and two years of full-time paid experience in a public health related field, of which at least one year of experience shall be in supervising subordinate personnel **AND** at least two years of full-time paid administrative and supervisory experience as a supervising public health engineer or supervising public health sanitarian **OR** five years of full-time paid environmental health experience, including two years of supervisory responsibility that demonstrates that the candidate has the technical and administrative skills necessary to manage programs that can anticipate, recognize and respond to environmental health challenges; **OR**
- C) An combination of training and experience equal to or greater than that specified in (A) and (B) above.

Note: A Master's Degree in public or environmental health or a related field that demonstrates the five core competencies of a public health education (Biostatistics, Environmental Health Services, Epidemiology, health Policy and Management and Social and Behavioral Sciences) may be substituted for up to two (2) years of the required environmental health experience.

SPECIAL REQUIREMENTS:

1. 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.
2. Appointees must satisfactorily complete the New York State Department of Health sponsored Basic Environmental Health Course or applicable portions as directed by the Public Health Director within one year of appointment or as soon as feasible.

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