

Boone County Government

Position Title: Director of Environmental Health

Reports To: Administrator, Health Officer and Board of Health

Status: Fulltime, exempt

Effective Date: May 1, 2011 Revised: 2016, 2018

To perform this position successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed in this document are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Position Summary:

Responsible for daily operations of the Environmental Health Division in accordance with generally applicable guidelines, professional standards, and legal requirements, exercising judgment to ensure effectiveness of Division operations and compliance with regulations. Duties include a broad range of operational and supervisory duties, often requiring careful analysis and consideration of Division programs, organization, and future development. Works under limited direction with extensive latitude for the use of initiative and independent judgment.

Essential Duties and Responsibilities:

Supervises and directs assigned personnel, including planning, delegating, and controlling work assignments, establishing work goals, training, developing, and motivating staff, determining changes in responsibilities, evaluating employee performance and recommending personnel actions.

Maintains Division budget, including controlling spending, tracking cash flows, and preparing anticipated revenue reports.

Prepares Division budgets for necessary boards and commissions and administers Division budgets upon approval. Researches, prepares and submits grant applications, when indicated.

Responds to public complaints and inquiries, coordinating and/or resolving problems with services, responding to assistance needs, and providing information upon request.

Performs related duties as assigned.

Key Performance Standards:

Ensures Division operates within approved budget guidelines.

Ensures staff members and division operates in compliance with stated guidelines, statutes and ordinances.

Ensures Board of Commissioners and County Council are informed in a timely manner of potential issues affecting the County.

Provides written and verbal reports to the Board of Health members at their regular scheduled meetings and as needed.

Position Qualifications:

Bachelor's degree in Natural Resources, Environmental Health, Public Health, Business, or related science field with at least 2 to 5 years of experience at a supervisory or executive level.

Thorough knowledge of environmental and public health-related principles and practices and ability to evaluate health service quality and compliance with established procedures, state laws, and local health ordinances.

Working knowledge of federal, state, and local health laws, regulations, and ordinances.

Thorough knowledge of standard principles of budget preparation and administration and ability to administer approved Division budget.

Strong written and verbal communication skills are a necessity. Working knowledge of standard English grammar, spelling and punctuation, and ability to prepare detailed written reports and maintain positive community support/public relations.

Ability to supervise and direct assigned personnel, including planning, delegating, and controlling work assignments, establishing work goals, training, developing, and motivating staff, determining changes in responsibilities, evaluating employee performance, reviewing salaries, and recommending personnel actions.

Ability to periodically analyze workload of Division, review documentation for newly created positions, orient new subordinates, keep supervisor and assigned staff informed of organization developments, and communicate and administer personnel programs and procedures.

Ability to properly operate standard office equipment, including computer, calculator, and telephone.

Ability to provide public access to or maintain confidentiality of division

information and records according to state requirements.

Ability to comply with all employer and departmental policies and work rules, including, but not limited to, attendance, safety, and personal conduct.

Ability to competently serve the public with diplomacy and respect, including encounters with irate/hostile individuals.

Ability to effectively communicate orally and in writing with co-workers, other departments and agencies, not-for-profit agencies, commissioners, council members, clinics, city and town officials, and the public, including being sensitive to professional ethics, gender, cultural diversities, and disabilities.

Ability to work alone with minimum supervision and with others in a team environment.

Ability to work on several tasks at the same time and work rapidly for long periods, occasionally under time pressure.

Ability to understand, memorize, retain, and carry out written or oral instructions and present findings in oral or written form.

Ability to apply knowledge of people and locations and compare similarities and differences between data, people, or things.

Ability to plan and layout assigned work projects, prepare detailed reports, and present public speaking presentations.

Ability to compile, analyze, evaluate, and fabricate data and make determinations based on data analysis.

Ability to compute and perform arithmetic operations.

Ability to testify in legal proceedings/court.

Ability to serve on 24-hour call and occasionally respond to emergencies from off-duty status.

Ability to regularly work extended and/or evening hours, occasionally work weekend hours, and travel out of town for meetings/conferences, sometimes overnight.

Ability to acquire and maintain all National Incident Management System (NIMS) certifications required by the county.

Ability to acquire and maintain Cardiopulmonary Resuscitation (CPR) and First Aid certification.

Possession of valid driver's license and demonstrated safe driving record.

ADA COMPLIANCE:

Physical Ability: Tasks require the ability to exert moderately physically demanding work, typically involving some combination of climbing and balancing, stooping, kneeling, crouching, and crawling, and which may involve some lifting, carrying, pushing and/or pulling of heavy objects and materials (20-150 pounds).

Environmental Factors: Performance of essential functions may require exposure to adverse environmental conditions, such as dirt, dust, pollen, odors, wetness, humidity, rain, fumes, temperature and noise extremes, machinery, vibrations, electric currents, traffic hazards, toxic agents, disease, or pathogenic substances.

Applicant/Employee Acknowledgement:

The job description for the position of Director of Environmental Health for the Health Department describes the duties and responsibilities for employment in this position. I acknowledge that I have received this job description, and understand that it is not a contract of employment. I am responsible for reading this job description and complying with all job duties, requirements and responsibilities contained herein, and any subsequent revisions.

Is there anything that would keep you from meeting the job duties and requirements as outlined?

Yes____ No____

Applicant/Employee Signature:

Boone County, Indiana, is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.