



CLASS SPECIFICATION

Class Title:	<u>Division Director, Env Health Services</u>	Class Code:	<u>605</u>
Department:	<u>Health</u>	Eff Date:	<u>4/2/86</u>
Merit Status:	<u>Exempt</u>	Grade:	<u>29</u>
FLSA:	<u>Exempt</u>	Revised:	<u>03/21/06</u>

GENERAL PURPOSE

This is an appointed merit-exempt (at-will) position appointed by and under the administration of the Davis County Director of Health. Under the general guidance and direction of the Director of Health, performs administrative/managerial duties in developing and monitoring programs and services in the Environmental Health Services Division.

EXAMPLE OF DUTIES (Any one position does not include all of the duties listed; nor do the listed examples include all duties which may be found in positions of this class.)

Represents and acts as a deputy director for the Director of Health with duties as assigned.

Directs the Division of Environmental Health Services including bureau operations of Air Quality, Food/Sanitation, and Water Resources. Reviews and evaluates the operations of each bureau. Plans, analyzes, organizes, coordinates, and evaluates use of Division resources to deliver health services, education, or policy.

Directs, plans, supervises, and evaluates programs to promote environmental health and control disease caused by environmental factors. Develops strategic, long and short-term policies and plans for environmental health in Davis County.

Monitors and ensures compliance with federal and state laws, rules, regulations and guidelines; ensures compliance with all County policies, procedures, and practices.

Develops community needs assessments; evaluates and analyzes quantitative and descriptive data. Implements and provides supervision of projects for further research. As a result of analysis, makes recommendations for further research and program implementation.

Develops and recommends adoption of local and state health laws and regulations. Assures and develops performance based program evaluations to achieve continuous improvement in programs and services.

Directs and performs grant writing. Directs contract negotiations, interagency agreements, lease agreements, and capital expenditures for the Division. Directs the development of Division budget in collaboration with bureaus/programs; administers Division budget and expenditures; presents the Division budget to the Director of Health and Board of Health.

Coordinates environmental health services with federal and state officials; negotiates contracts to provide funding for specific environmental health programs; conducts continuing and periodic investigations and develops reports and recommendations.

Hires, supervises, and evaluates Bureau Managers and selected staff; identifies and addresses employee performance and/or behavior problems in a timely manner; disciplines employees as necessary. Assigns work and evaluates performance in compliance with County and Department policies, procedures, and practices. Establishes criteria to assess and maintain competency of Division staff; directs methods and programs to assure appropriate professional training. Promotes best practices by establishing professional standards of care. Delegates appropriate authority and provides direction to bureau directors and other managers in various administrative positions. Collaborates with other programs to provide training and education.

Assures access to effective management information systems and data collection systems for the Division that will aid in the analysis of demographic, epidemiological, financial, and other utilization information. Appropriately uses information from MIS in program and service planning.

Supports, participates, directs, and coordinates Division response during crisis events, i.e. bioterrorism, natural disasters.

Consults with State and local government officials and other community organizations regarding environmental health program policies. Acts a consultant to local government officials, developers, school officials, and industry managers/superintendents pertaining to environmental health programs.

Operates a motor vehicle in a safe manner and in compliance with all Utah laws and regulations.

Performs other related duties as assigned.

MINIMUM QUALIFICATIONS

1. Education and Experience:

Graduation from an accredited college or university with a Master's Degree in the basic natural sciences plus five (5) years of full-time experience in the environmental health field; an acceptable combination of education and directly related experience may be considered. Requires at least three (3) years of experience in an upper level administrative position in a related field.

2. Special Qualifications:

Licensed as a Registered Environmental Health Scientist in Utah.

Must pass a criminal history background investigation.

Furnish personal transportation for on-the-job travel; employees driving a personal or a County vehicle for job related travel must possess a valid driver license and must operate a motor vehicle in a safe manner; new employees with an out-of-state license must obtain a valid Utah Driver License within sixty (60) days of hire date (exceptions for military personnel and their dependents).

Employees driving a personal vehicle while on county business must maintain the minimum vehicle liability insurance as specified in the Utah Code.

3. Necessary Knowledge, Skills and Abilities:

Thorough knowledge of: current health codes, laws, regulations and guidelines; environmental

health as it pertains to the field of water supply, procedures for monitoring and inspecting water pollution control, refuse and sewage disposal, swimming pool operations, plumbing, food sanitation and other services affecting environmental health; bacteriology, biology, entomology and other sciences related to the field of environmental health and sanitary inspection; epidemiology and communicable disease control as they relate to the field of environmental health and sanitation; the organization, function, relationships and practices of public and private entities related to this field of work; emergency health procedures; the development, implementation, and evaluation of public relation programs; County and department policies, procedures and practices.

Skill in: operating all applicable computer hardware and software programs/applications; operating standard office equipment including a multi-line telephone, multi-function copier, fax machine; using environmental testing equipment.

This position may require the driving of a motor vehicle; skill in operating a motor vehicle in a safe manner; ability to insure motor vehicle is operating in a safe manner; knowledge of Utah motor vehicle rules and regulations.

Ability to: exercise sound independent judgment, discretion, confidentiality, and personal responsibility; set measurable public health performance goals; set and apply strategic planning principles and financial management; organize, plan and set priorities; apply substantial body of knowledge of principles, concepts and practices; prepare accurate and complete statistical and narrative reports; present written and oral reports; assign, supervise, evaluate the work of others; address performance problems and initiate disciplinary and/or corrective action in a timely manner; investigate, analyze and solve problems; prepare and manage annual budget, and operate within approved budget levels; conduct field or other special investigations and systematic research including environmental monitoring; communicate effectively (verbally and in writing); effectively use applicable computer hardware and software; follow written and oral instructions; establish and maintain effective working relationships with supervisors, other employees/departments, State and local health departments, other allied agencies, and the general public.