

## ENVIRONMENTAL HEALTH SUPERVISOR II

This is Supervisory work in a county or district environmental health program which encompasses a variety of programs with increased complexity of operations. Employees may be responsible for: the supervision of a large specialized or generalized section within an environmental health program while also serving as assistant director of the entire program; supervision of an environmental health program offering a variety of services in a medium-sized county or district with a complex urban/rural environment; or supervision of a health program in a small, usually rural, county with additional direct managerial responsibility for a health department operated landfill or an animal control program which includes an animal shelter, a drainage and clearing operation (mosquito control), or other programs which represent a significant portion of the environmental health budget.

### I. SUPERVISORY/MANAGERIAL FUNCTIONS:

Planning - Employees plan work operations and establish objectives for the total environmental health program or for a generalized or specialized section with planning periods varying according to specific program. Employees have authority to revise short-term plans and schedules, but will consult with a higher level authority on long-term plan changes.

Organizing and Directing - Employees establish schedules, assign work, and make adjustments as necessary to balance the workload. Employees implement changes in work practices and procedures with permanent organization and policy changes requiring review by higher level authority.

Budgeting - Employees assess needs, develop cost projections, and prepare budget requests and supporting information for the environmental health section and present to a higher level authority. Employees may assist in justifying technical areas of the environmental health budget to local governing boards.

Training - Employees determine staff training requirements and establish on-the-job and in-service training programs. Employees review other training resources and propose participation of individual staff members.

Setting Work Standards - Employees establish and revise as necessary local work practices, policies, and procedures. Employees are responsible for explaining, interpreting, and applying existing State standards and requirements. Major policy revision and recommendations for local ordinances require approval of the health director and governing authorities. Employees may have input in the development of statewide standard

Reviewing Work - Employees review work of staff upon completion. This is accomplished through daily, weekly, and monthly reports, and through direct conferences and observation. Employees review work on-site on a periodic basis.

Counseling and Disciplining - Employees resolve less serious grievances and disciplinary problems independently. Established policies require consultation with a higher level authority on formal grievances and disciplinary actions.

Performing Other Personnel Functions - Employees recommend, with considerable influence, new appointments, promotions, and salary adjustments when funds are available to support merit increment programs. Employees conduct an annual performance appraisal for each staff member.

II. SCOPE AND NATURE OF WORK SUPERVISED:

Dynamics of Work Supervised - Overall programs and objectives are subject to revision to accommodate changes in law, technology, and work methods.

Variety of Work Supervised - Employees supervise work in a single program area or in a variety of environmental health programs. Employees may supervise additional programs such as a health department operated landfill or animal control program.

Number of Employees Responsible For - Employees will normally supervise 6 to 10 employees at the professional or paraprofessional level. Additional employees may be supervised where additional programs such as a landfill, animal shelter, or mosquito drainage are included in the health department.

III. EXTENT OF SUPERVISION RECEIVED: Employees perform work within broad program objectives and are provided general guidance. Employees advise a higher level authority of unusual problems as they occur. Work is reviewed for program effectiveness and results after completion through reports and conferences.

IV. SPECIAL ADDITIONAL CONSIDERATIONS: Employees may have staff at several locations and may be required to deal with several local governing boards.

V. RECRUITMENT STANDARDS:

Knowledges, Skills, and Abilities - Considerable knowledge of environmental health laws, rules, and procedures. Broad knowledge of office administration and management to include personnel policies and procedures and the budgetary process. Comprehensive knowledge of the duties and responsibilities of a sanitarian. Ability to function as a sanitarian. Ability to plan, implement, supervise, and administer a county environmental health program or a section within a large environmental health department. Ability to exercise sound judgment and deal tactfully with a wide range of public contacts while enforcing public health laws and rules. Ability to motivate and educate business and property owners and the consuming public in matters related to protecting and promoting public health. Ability to work with others in solving the more complex environmental problems.

Minimum Education and Experience - Three years of experience in professional environmental health work at the Sanitarian level or above in a health department, with one year preferably having been in an administrative, management, or supervisory capacity.

Necessary Special Qualifications - Registered as a sanitarian by the N. C. State Board of Sanitarian Examiners.