

ENVIRONMENTAL HEALTH DIRECTOR II

This is managerial work in directing an environmental health program in the most highly populated, expanding urban/industrial counties in the State. Work at this level is characterized by program complexity in basic environmental health and additional programs brought about by a combination of demographic and dynamic considerations which exist in large population centers.

I. SUPERVISORY/MANAGERIAL FUNCTIONS:

Planning - Employees develop and implement short and long-term program objectives, establish goals, priorities, and deadlines, and revise these in order to adjust to changing requirements and needs.

Organizing and Directing - Employees provide guidance, direction, and consultation to supervisory staff in establishing priorities, meeting objectives, and managing work within the department. Major and permanent organization changes require approval from the agency director and/or local governing authorities. Employees independently approve changes in methods and procedures. Employees may, in conjunction with the agency director or independently, present and justify organizational changes to local governing boards.

Budgeting - Employees develop an annual budget based on an evaluation of needs, consideration of priorities, and the availability of resources. Employees provide supporting data for budget proposals and may provide assistance in presenting and justifying the budget to local governing boards.

Training - Employees determine staff training requirements and establish comprehensive in-service training programs to meet these needs. Additionally, employees may participate with State, Federal, and college and university officials in developing and presenting professional training programs. Employees evaluate the quality and effectiveness of all training programs attended by staff.

Setting Work Standards - Employees ensure that staff understand and consistently apply State, local and Federal environmental health laws and regulations. Employees research, develop, and establish local work policies, practices, standards and procedures, and local government ordinances. Employees have strong input into the development of State standards.

Reviewing Work - Employees review overall program accomplishments, progress in meeting objectives, and status of projects through periodic review of written reports and through conferences with supervisors and staff.

Counseling and Disciplining - Resolution of routine grievances and the implementation of the first and/or second steps in disciplinary actions are usually accomplished through supervisors. Local agency policy requires consultation with the agency director in the case of serious grievance and disciplinary problems. Employees play an essential role in disciplinary and grievance actions in representing a formal step in the processes and in the role of consultant to supervisors and management.

Performing Other Personnel Functions - Employees initiate with strong influence personnel actions such as recommendations for promotions, selection, salary adjustments, and transfers with final authority in such matters typically resting with the agency director, county manager, and/or local governing boards.

II. SCOPE AND NATURE OF WORK SUPERVISED:

Dynamics of Work Supervised - Basic environmental health programs are subject to charges which can generally be anticipated and planned for. Some developing programs in emerging fields of work are more subject to frequent, less predictable change. In both cases, the impact of change in highly populated urban/industrial centers and the consequences of error in these areas tend to result in relatively dynamic work situations on a continuing basis.

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

Number of Employees Responsible For - Employees typically supervise a staff of over 14 professional and technical workers. Additional employees may be supervised where additional programs such as a landfill, animal shelter, mosquito drainage, etc., are included in the health department.

III. EXTENT OF SUPERVISION RECEIVED: Employees receive only general guidance, usually in the form of broad operating guidelines and departmental policies. Major projects and objectives are reviewed periodically for results and effectiveness; other routine work is reviewed after the fact through conferences and written reports.

IV. SPECIAL ADDITIONAL CONSIDERATIONS: Employees may have staff at several locations.

V. RECRUITMENT STANDARDS:

Knowledges, Skills, and Abilities - A thorough knowledge of environmental health laws, rules, and procedures. Thorough knowledge of environmental health methods and technology in both existing and emerging professional fields of work. Considerable knowledge of the duties and responsibilities of environmental health specialists. Ability to plan, organize, direct, and administer a large, complex, and/or diverse environmental health program. Ability to deal with the more difficult administrative, managerial, and environmental decisions. Ability to establish and maintain working relationships with a wide range of public, private, and community groups and individuals. Ability to assess current and anticipated community and program needs, and to develop and implement programs to meet these needs.

Minimum Training and Experience Requirements - Six years of experience in professional environmental health work at the environmental health specialist level or above in a health department, with three years of administrative management or supervisory experience.

Necessary Special Qualification - Registered as a Sanitarian by the North Carolina State Board of Sanitarian Examiners.