

MID-MICHIGAN DISTRICT HEALTH DEPARTMENT **ENVIRONMENTAL HEALTH DIVISION DIRECTOR JOB DESCRIPTION**



Wage Band: DIR 13
FLSA: Exempt

Division: Environmental Health
Union: None

GENERAL DESCRIPTION

This is an administrative level position responsible for planning and administering environmental health programs on a department-wide basis and must exercise extensive independent judgment.

This position is responsible for administering environmental health programs in the areas of enforcement and education, and for the implementation of federal, state, and local environmental health laws. Responsible to provide consultation and education related to a variety of environmental health issues and must exercise extensive skill in dealing with the public and public officials. This position is responsible for the overall assessment of the community's environmental health as well as policy development and assurance of protection of the public's health within the community.

CORE COMPETENCIES

Under general supervision and/or as part of various workgroups and teams, the Environmental Health Division Director performs the following essential functions within the framework of Mid-Michigan District Health Department's provision of the core competencies and essential services of public health:

Analysis & Assessment

- Describes the characteristics of a population-based health problem.
- Ensures the application of ethical principles in the collection, maintenance, use, and dissemination of data and information.
- Uses information technology to collect, store, and retrieve data.
- Identifies and assesses current and future community needs, related to public health.
- Identifies and addresses gaps in internal data collection

Policy Development & Program Planning

- Interprets all laws, codes, and standards that are relevant to district environmental health policy. Ensures minimum program requirements for applicable state programs are met.
- Assesses needs, reviews existing regulations for any needed changes and provides interpretation of requirements of laws affecting the Division.
- Develops and implements policies, plans and programs for environmental health division.
- Attends staff meetings and conference/workshops as appropriate.
- Implements organizational and system-wide strategies for continuous quality improvement.

Communication

- Addresses community and professional groups on topics relating to environmental health and to interpretation of departmental programs or requirements.
- Communicates in writing and orally, in person, and through electronic means, with linguistic and cultural proficiency.
- Applies communication and group dynamic strategies in interactions with individuals and groups.
- Ensures a variety of approaches are considered and used to disseminate public health information.
- Provides environmental updates to staff through a variety of sources including e-mails, division meetings, district wide meetings and other methods.

Cultural Competency

- Ensures that there are strategies for interacting with persons from diverse backgrounds.
- Ensures the consideration of the role of cultural, social and behavioral factors in the accessibility, availability, acceptability and delivery of public health services.
- Responds to diverse needs that are the result of cultural differences.

Community Dimensions of Practice

- Establishes linkages with key stakeholders.
- Ensures community input when developing public health policies and programs.
- Defends public health policies, programs and resources.
- Integrates the role of governmental and non-governmental organizations in the delivery of community health services.

Public Health Sciences

- Analyzes current environmental health services and recommends changes to existing programs and the development of new programs.
- Understands and adheres to HIPAA and confidentiality policies.
- Applies the basic public health sciences to public health policies and procedures.
- Incorporates the Core Public Health Functions and Ten Essential Services of Public Health into the practice of the public health sciences.

Financial Planning & Management

- Assists in developing the budget, fiscal reports, cost sharing analyses and provides assessment of fiscal resources.
- Oversees grants and contractual services.
- Adheres to the agency's policies and procedures.
- Participate in monitoring performance management.
- Applies human relations skills to the management of organizations, motivation of personnel, and resolution of conflicts.

Leadership & Systems Thinking

- Advocates for individual, team and organizational learning opportunities within the organization.
- Utilize available learning opportunities from other agency staff.
- Resolves internal and external problems that may affect the delivery of Essential Public Health Services.
- Directs the hiring of Environmental Health personnel, establishes appropriate training and monitors performance for conformity to acceptable standards.
- Incorporates ethical standards of practice as the basis of all interactions with organizations, communities, and individuals.

Performs other duties as assigned...

KNOWLEDGE, SKILLS & ABILITIES REQUIRED

Education, Licensure, Certifications, Experience

- Possession of a Bachelor's Degree in Environmental Health or related field of science or engineering, or its equivalent in terms of education, experience, and training is required. A Master's Degree in Environmental Health, Public Health, or Public Administration, and/or any professional certification applicable to the job responsibilities is desirable.
- A minimum of five (5) years of progressively more responsible experience in environmental health inspection and enforcement which included administrative and supervisory experience or the equivalent.
- Registered Environmental Health Specialist or meeting requirements of the National Environmental Health Association's (NEHA) exam, or its equivalent certification.
- Possession of a valid Michigan vehicle operator's license, own transportation and ability to travel as required.

Knowledge & Skills

- Excellent customer service skills.
- Knowledge of the core functions and essential services of public health.
- Thorough knowledge of the functions and activities of Environmental Health stakeholders who have influence within our service district (i.e. township boards, State Plumbing Inspector, Michigan Restaurant Association, etc.).
- Ability to work effectively with employees, other officials and the general public.

- Knowledge of the State of Michigan and the PHAB National public health accreditation standards.
- Skills in establishing and maintaining positive interpersonal relationships, team building and teamwork, and working effectively with others at all levels.
- Ability to lead, plan, organize, coordinate, implement and monitor environmental health operations.
- Extensive knowledge of supervisory and administrative techniques.
- Must have strong communication skills.

Note: The qualifications listed above are guidelines. Other combinations of education and experience, which could provide the necessary knowledge, skills, and abilities to perform the job, should be considered.

May serve as the agency’s First Responder in emergency situations:

All employees to comply with requirements from the OSHA Blood borne Pathogen Standard, 29 CFR 1910.1030, as well as receive annual blood borne pathogen training.

Due to the need for all Health Department personnel to respond to public health emergencies, the employee must be assessed for his/her ability to meet the physical demands of performing the following activities: (MMDHD Policy #126.0 entitled, "Emergency Preparedness for Chemical, Biological, Radiological, Nuclear and Explosive Events".)

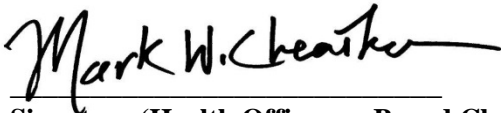
- Engage in the following movements: Climbing, balancing, stooping, kneeling, crouching, reaching, standing, walking, lifting, writing and repetitive motions.
- Exert up to 50 pounds of force occasionally, and/or a negligible amount of force constantly to move objects.
- Hearing ability sufficient enough to communicate with others effectively in person and over the phone.

The employee must be able to perform the essential job functions as outlined in the position description with or without a reasonable accommodation.

WORKFORCE COMPOSITION

Management retains the right to determine the composition of the workforce including the number of positions established and appointed with this job classification.

APPROVALS AND DATES



Signature (Health Officer or Board Chair)

March 30, 2016

Date Approved

Mark W. (Marcus) Cheatham, Health Officer
Print Name and Title