

## POSITION DESCRIPTION

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<b>Classification:</b>	Division Director
<b>Title:</b>	Environmental Health Director
<b>Employee Name:</b>	<b>VACANT</b>
<b>Program:</b>	Environmental Public Health
<b>Division:</b>	Environmental Health
<b>FTE:</b>	1.00
<b>FLSA:</b>	Exempt
<b>Represented Status:</b>	Non Represented
<b>Salary Range:</b>	26
<b>Position Number:</b>	038
<b>Effective Date:</b>	April 1, 2019
<b>Revised From:</b>	March 1, 2015

### **Definition:**

Under direction of the Administrator, or designee, incumbent is a member of the Executive Leadership Team and works collaboratively with the team to advise on and carry out the mission and strategic plan of the Snohomish Health District. The incumbent is responsible for planning, organizing, directing, and administering the operations of multiple programs within the Environmental Health Division, as well as enforcing federal, state, county, city and district environmental health laws, regulations, and codes. In the event of an emergency, the incumbent may serve as a member of the Incident Command Team.

The incumbent exhibits managerial courage and exceptional leadership as a responsible decision maker through strategic agility, innovation, and effective results. The incumbent represents and articulates the interests and priorities of the agency and public health at Board of Health, Public Health Advisory Council and other community meetings, workshops, and events. The incumbent provides a broad view and understanding of the field of environmental health as it relates to public health concepts and practices, demonstrates ability to build and maintain effective teams within the Environmental Health division as well as with other internal and external partners and is expected to apply extensive knowledge of modern management techniques and concepts to situations involving administration, policy, and procedure development.

Work is performed under long-range managerial direction in terms of broadly defined missions or functions. Incumbent has complete responsibility for their work and work is reviewed for conformance to goals and objectives of the district and the division. Results of work are considered to be technically authoritative and are normally accepted without significant change. Work may be reviewed for fulfillment of organizational objectives, effect/advice, and influence of the overall programs in area of responsibility, and the contribution to meeting the district's and community's needs.

### **Examples of Work Performed:**

- Directs the activities of Environmental Health Division programs (Food and Land Use & Safe Environments).
- Attends meetings of the Board of Health to represent the agency's interests and priorities and articulate the division's issues.
- Develops annual goals and objectives for the agency and division and performs long-range planning in conjunction with management staff and district administration.

- Participates in and supports emergency preparedness and response activities, including preparedness for the division, agency, and community.
- Maintains an effective working relationship with other local health department/district counterparts throughout the state, with staff of local health and social service agencies, and with the Washington State Departments of Health and Ecology.
- Works in close partnership and collaboration with Snohomish County Planning and Development Services and Public Works Departments
- Networks and collaborates with partners and organizations in the community and promotes the district and the division as appropriate.
- Oversees the supervision, coaching, mentoring, training, and performance evaluation of all division staff; directly supervises and evaluates the division's assistant director; communicates the need for corrective or disciplinary action to appropriate district personnel and initiates or approves disciplinary action for division staff.
- Guides quality improvement, performance management, and workforce development in the division.
- Communicates in an effective manner with division management and staff on a regular basis, acts as district spokesperson as needed.
- Designs and implements programs within approved budget; obtains grants as appropriate to fund on-going or new programs; prepares contract work statements as appropriate and assumes responsibility for monitoring of all divisional contracts and grants.
- Develops and oversees annual expenditure and revenue budgets, and takes corrective action as needed; reports and addresses any variations from the budgets that will not be resolved within the fiscal year in a timely manner.
- Interprets and ensures compliance to Washington State laws, sanitary codes, and local regulations and codes.
- Reviews divisional program quality assurance data regularly to assure quality of service delivery; reviews staff productivity indicators regularly and assures a high level of productivity.
- Assures accurate reports on division activities are provided as requested.
- Coordinates and supports the activities of the division with the activities of other divisions in the district and other community partners as appropriate.
- Serves as a member of the Executive Leadership Team to recommend, collaborate, review, and manage district-wide issues, budgets, and policies.
- Works in close partnership with Administrative Services Division Director in delivering customer service to environmental health clients.
- Represents the district on local, regional, and state committees and work groups.

**Associated Duties:**

- Assists with investigation of any outbreak of disease related to environmental exposures (infectious or otherwise) or other unusual increases in illness.
- Shares in the monthly rotation of the 24-hour Health District duty phone.
- Performs other related duties as requested.

**Knowledge, Skills and Abilities:**

- Knowledge of theories, principles, techniques, and practices of environmental health.
- Knowledge of federal, state, county, and district public health laws, regulations, and codes.
- Knowledge of principles of environmental health controls, prevention, and investigation.
- Knowledge of technological changes in environmental health science.
- Knowledge of the principles and practices of management, including budgeting, personnel, planning, program analysis, and evaluation.
- Knowledge of current literature, trends, and developments in administration and public health.
- Ability to develop results-oriented goals and objectives, and to plan, organize, coordinate, and manage assigned public health services.

- Ability to communicate a compelling vision or purpose in order to inspire and motivate.
- Ability to work independently and as part of a multidisciplinary team.
- Ability to effectively make complex decisions.
- Ability to delegate responsibility.
- Ability to provide leadership and to supervise and motivate staff in a manner conducive to efficient and effective work performance and positive morale.
- Ability to exercise initiative, tact, discretion, and judgment in carrying out responsibilities.
- Ability to display managerial courage through constructive messaging and appropriate actions.
- Ability to establish and maintain constructive, effective working relationships with staff, district officials, colleagues, other professionals, and the public.
- Skilled in establishing common ground to settle disputes effectively.
- Skilled in communicating effectively both orally and in writing.
- Skilled in maneuvering effectively through complex political situations.
- Skilled in anticipating relevant future trends and implementing strategies accordingly.

**Job Location, Working Conditions and Equipment Utilized:**

Work is performed in a variety of settings, such as an office cubicle and various community based settings utilizing agency vehicles, telephones, audio-visual equipment and other standard office equipment including a personal computer and mobile technology. The incumbent will generally work in an office setting or out in the community at various settings. The noise level in the work environment is usually moderate. Work may include traveling to community organizations such as schools, hospitals, clinics and social service agencies; other travel may include local or statewide for meetings and other forums. Travel is required to locations both in and out of the County, including some early morning and evening meetings, with potential for overnight travel in some instances.

**Required Physical Traits:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Working conditions and physical demands vary by assignment.

- Requires manual and finger dexterity and hand-eye-arm coordination to write and to operate computers and a variety of general office equipment. Requires mobility to accomplish other desktop work, retrieve files, and to move to various District locations, locations within Snohomish County and within Region 1 (5 counties).
- Requires visual acuity to read computer screens, printed materials, and detailed information; specific vision abilities required by this classification include close vision, distance vision and color vision, peripheral vision, depth perception, and the ability to adjust focus.
- Required to use hand to eye coordination, handle, feel or operate objects, tools, or controls.
- May involve occasional kneeling, squatting, crouching, stooping, crawling, standing, bending, climbing (to stack, store or retrieve supplies or various office equipment or files).
- The incumbent is frequently required to stand and/or walk for extended periods of time; walk on uneven surfaces; sit; climb or balance; stoop, kneel crouch, or crawl; and smell in the performance of field and office duties.
- Duties require the incumbent to carry supplies and/or equipment up and down stairs as well as into and out of a vehicle on a daily basis. Lifting and carrying up to 20 pounds is required continuously, and up to 50 pounds occasionally.
- Requires the ability to communicate with others orally, face to face and by telephone.

**Education and Experience Required:**

Education: Master's Degree (from an accredited institution) in public health, environmental health, public administration, or a closely-related health field; and

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Experience: 6 years progressively responsible work experience working in a public health or very similar agency, with at least 4 years in a supervisory capacity.

Or: In place of the above requirement, the incumbent may possess any combination of relevant education and experience which would demonstrate the individual's knowledge, skill, and ability to perform the essential duties and responsibilities listed above.

**Licenses, Certifications and Other:**

- Valid Washington State Driver's license or ability to obtain one within 30 days of hire and a driving record which meets the requirements of Snohomish Health District's insurance carrier
- Registered Sanitarian (RS) or Registered Environmental Health Specialist (REHS) with the Washington State Board of Registered Sanitarians or National Environmental Health Association (or ability to attain within six months) preferred.
- Background check pursuant to RCW 43.43.830

**Acknowledgement: Position description reviewed by Employee and Manager**

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Administrator Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Human Resources Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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The statements contained herein reflect general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required, and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned including work in other functional areas to cover absences or relief, to equalize peak work periods, or otherwise to balance the workload.