

LINN COUNTY CLASSIFICATION

TITLE:	ENVIRONMENTAL HEALTH PROGRAM MANAGER	
NUMBER:	710	APPROVAL ORDER
PAY RANGE:	22	NUMBER: 2000-437
CATEGORY:	MANAGEMENT/EXEMPT	DATE: November 8, 2000

GENERAL STATEMENT OF DUTIES/JOB OBJECTIVES: Plan, implement and supervise the Linn County Environmental Health Programs in accordance with State and local laws and ordinances.

SUPERVISION RECEIVED: Works under the general direction of the Health Services Administrator who outlines administrative policies, broad program objectives and goals, budget, etc. The incumbent is expected to function with significant independence in the development of programs, activities, methods and procedures. Work is reviewed and evaluated for effectiveness and adherence to established policies and objectives.

SUPERVISION EXERCISED: Responsible for the supervision of Environmental Health Specialists, clerical support staff, student interns and volunteers engaged in environmental health programs. Assign responsibilities, provide direction, advise and consult on problems and interpretations of laws and regulations; participate in the selection of new personnel and assign duties, provide training, schedule leaves of absence, resolve grievances, evaluate performance and recommend personnel transactions.

ESSENTIAL FUNCTIONS: A person employed in this classification must possess the capability to perform the following duties to be considered for this position. The duties are essential functions requiring the critical skills and expertise needed to meet job objectives. Additional specific details of these essential functions may be provided by the specific office or department job announcement, if applicable.

1. Direct the planning, development, operation and evaluation of environmental health services.
2. In collaboration with the Health Services Administrator, provide leadership in the department planning process, including the identification of community health needs.
3. Supervise the program personnel, establish performance standards; assist staff in developing work plans and delegate personnel responsibilities as appropriate; perform Merit System Evaluations on employees directly supervised.
4. Prepare reports of program results on all environmental health services and direct staff in the financial management of the program. Services include: on-site sewage disposal evaluations, solid waste management, community health hazard surveys, water supply evaluation and monitoring, food service inspections, environmentally related disease investigations, complaint investigations and health education activities.
5. Coordinate planning for continuing education and training of personnel for program staff.
6. Does other required administrative duties as assigned by the Health Services Administrator. Provide direct program services, as appropriate.

7. Develop and maintain effective, harmonious and reasonable work relationships with others.
8. Maintain regular and predictable work attendance.

OTHER FUNCTIONS:

9. Other duties as assigned.

RECRUITING REQUIREMENTS: (Additional specific details may be provided by the specific office or department job announcement, if applicable).;

KNOWLEDGE, SKILL AND ABILITY: Comprehensive knowledge of the principles and practices of environmental health. Knowledge of the principles and practices of administration and management. Considerable knowledge of the laws and administrative rules governing the Environmental Health Programs of the State. Knowledge of local government organization and resources with regard to environmental health programs. Ability to communicate effectively with community groups, staff and officials from other related agencies. Ability to plan, organize and supervise the work of others.

EXPERIENCE, EDUCATION AND TRAINING: Six years of environmental health experience with a minimum of two years of management or supervisory experience in this field. Bachelor's Degree in public health or related field; or any satisfactory combination of experience, education and training which demonstrates the ability to perform the work described.

NECESSARY SPECIAL QUALIFICATIONS: Oregon registration as a Professional Sanitarian, possession of a current valid motor vehicle operator's license and an acceptable driving record and Waste Management Specialist qualifications (Introductory Soil Science - 5 credit hours; Soil Morphology - 3 credit hours; Physical Geology or Geomorphology - 3 credit hours.)

PHYSICAL DEMANDS AND WORK ENVIRONMENT: Work is generally performed indoors in multiple offices or clinic settings. Work may also involve travel to various community agencies, client homes and schools throughout the County. Work involves a significant amount of locomotion including operation of a motor vehicle and movement from the vehicle to the office, clinic, community agency or school. Requirements include the ability to see, talk and hear, sit stand and walk, bend and stoop, use hands to handle or operate objects, tools or controls, including use of a computer keyboard; reach with hands and arms and lift or move thirty (30) pounds.