

## ENVIRONMENTAL HEALTH MANAGER

### NATURE OF WORK

This is responsible administrative and supervisory work planning, coordinating and evaluating a county-wide environmental health/quality program.

Work involves responsibility for planning, developing, coordinating and supervising the activities of a total environmental health program. Work includes developing divisional program goals and objectives as well as developing, monitoring and reviewing divisional budget. An employee in this class is expected to exercise considerable independent judgment and personal initiative within the framework of departmental policies, rules and regulations. Supervision is received from the Health Director with work being reviewed in the form of conferences, reports submitted and overall effectiveness of divisional programs. Supervision is exercised over subordinate professional, administrative, technical and support staff employees.

### EXAMPLES OF WORK PERFORMED

Supervises through subordinate supervisors, the activities of a total environmental health program including assigning work to subordinate staff, interviewing applicants for employment and evaluating employee performance.

Plans, develops, monitors and coordinates environmental health/quality programs within the county.

Develops divisional program goals and objectives; develops, monitors and reviews a divisional budget.

Recommends ordinance, policy and procedure revisions to improve effectiveness of services provided.

Analyzes statistical data to determine effectiveness of health programs within the county.

Performs related work as required.

### DESIRABLE KNOWLEDGE, ABILITIES AND SKILLS

Extensive knowledge of the principles and practices involved in the delivery of environmental health services as they apply to environmental health/quality.

Extensive knowledge of federal, state and local laws pertaining to environmental health/quality.

Extensive knowledge of the principles and practices of environmental health organization and administration.

Ability to analyze statistical data and implement improvements in program operations.

Ability to make professional and administrative decisions within the framework of departmental policy.

Ability to present ideas concisely and effectively both orally and in writing.

Ability to plan, assign, organize and evaluate the work of subordinate professional, administrative and clerical employees.

Ability to communicate effectively both orally and in writing.

Ability to establish and maintain effective working relationships with other government agencies, citizen committees, elected officials, the media, coworkers and the general public.

#### DESIRABLE TRAINING AND EXPERIENCE

Graduation from an accredited four-year college or university supplemented by a Masters Degree in public health, public administration or related field plus extensive experience in environmental health programs involving administrative and supervisory responsibilities.

#### MINIMUM QUALIFICATIONS

Graduation from an accredited four-year college or university supplemented by a Masters Degree in public health, public administration or related field plus thorough experience in environmental health programs involving administrative and supervisory responsibilities; or any equivalent combination of training and experience which provides the desirable knowledge, abilities and skills.

#### DESIRABLE SPECIAL REQUIREMENT

Registration with the State of Nebraska as a Professional Engineer and/or Registered Environmental Health Specialist.

#### NECESSARY SPECIAL REQUIREMENT

Possession of a valid driver's license when operating a vehicle is necessary to the satisfactory performance of assigned duties as deemed necessary by the appointing authority.

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