



Position Description

Canton City Public Health
FINAL

Position Title:	Director of Environmental Health		Position #:	800 (No MPH) & 845
Working Title:	Director of Environmental Health		CS Status:	Classified
Division or Unit:	Environmental Health		Reports to:	Health Commissioner
Employment Status:	Full Time	Pay Grade:	R7 or R8*	FLSA Status: Exempt
Funding Source:	Combination of GRF and special funds. *Pay range dependent on educational qualifications.			
This position description was last approved by the Board of Health on:			June 24, 2019	

Position Summary: A member of Canton City Public Health senior management team, this position provides leadership, oversight, and program management for the Environmental Health service area. Oversees the research, funding, programming, establishment of existing and new programming in this service area. Participates in the creation and monitoring of the Canton City Public Health strategic plan. Ensures that all operations, budget, and programming in Environmental Health are conducted and monitored in a safe, timely, and efficient manner with a focus on customer and community service.

Essential Duties and Responsibilities: 65%

- Oversees all services within assigned service area and identifies needs and opportunities to provide new services. Ensures service area compliance with all applicable department and legal requirements.
- Initiates corrective and enforcement actions to correct deviations. Directs the day-to-day activities of environmental health staff including training, counseling, evaluating staff performance, and recommending discipline of staff.
- Assures that all staff are providing excellent customer service.
- Reviews and approves employee schedules and time off requests; review and approve daily logs, mileage logs, and expense reports.
- Prepare and monitor budgets (i.e. grant and general revenue budgets) and ensures compliance with department and other funding agency guidelines.
- Authorizes purchase orders, invoicing, and payments to contractors for services.
- Provides administrative and fiscal oversight of programs and services within assigned program area.
- Identifies needs and opportunities to provide new programs or services.
- Ensures compliance with all applicable rules and statutes.
- Initiates corrective and enforcement actions for compliance deviations. Assumes responsibility for the development and implementation of needed policies and procedures.

10%

- Notifies staff of any policy changes.
- Serves as a member of department senior leadership team.
- Participates in the creation and execution of the department strategic plan.
- Participates in department accreditation planning processes and leads service area strategic planning processes.
- Participates in quality assurance and improvement activities.
- Conducts assessments of existing programs and services to ensure alignment with department, local, state, and national public health priorities.



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- Monitors local, state, and federal regulatory changes.
- 10%
 - Develops and maintains relationships with community stakeholders, and local and state public health organizations.
 - Engages in networking activities with external public and private sector organizations.
 - Represents department on local, regional, and statewide committees or work groups.
 - Participates in the legislative process as needed. Responds to media requests when requested.
- 5%
 - Analyzes public health trends and makes recommendations to the Health Commissioner.
 - Assists the Health Commissioner in developing long-range staffing and organizational plans to facilitate proactive changes.
 - Develops and delivers recommendations to the Commissioner and Board.
 - Develops and extracts reports from various data sources for delivery to internal and external customers.
 - Gathers and organizes documents to satisfy public records requests or other reporting obligations.
- 8%
 - Collaborates with leaders from other program areas to coordinate unified and effective responses to any public health emergency or investigation.
 - Serves on the department Incident Command System (ICS) team, and assists in identifying necessary emergency response roles and protocols for identified service area staff.
 - Provides appropriate staff preparedness training as needed.
- 2%
 - Performs other duties as assigned.

Other Duties and Responsibilities:

- May respond to public health emergencies and situations after normal business hours.
- Will require travel to in-state and out of state locations for training and meetings.

Minimum Qualifications:

- Bachelor’s degree in Environmental Health, Sciences, Business Administration, Public Health Administration, or related field. Master's degree preferred. If applicant has an MPH the pay grade will be R8. Applicant will be required to obtain a Masters in Public Health degree or Public Administration degree (or equivalent) within 4 years of hire if not already qualified. Upon successful completion of degree, the pay will be increased to R8.
- Minimum of five years of public health program administration experience, at least three of which must have been in a leadership capacity.
- Expert knowledge of public health laws, practices and policies. Strong working knowledge of Ohio Revised Code and demonstrated knowledge of applicable regulatory

standards and policies.

- Expert providing excellent customer service, verbal and written communication skills, and presentation skills.
- Excellent interpersonal relationship skills and cultural competence. Strong leadership ability.
- Mathematical aptitude necessary to develop budgets and monitor expenditures.

Preferred Qualifications:

- Strong proficiency with use of PC hardware & basic software (i.e. Microsoft office), email, and office equipment (i.e., copier, fax, scanner, telephone, etc.). Strong proficiency with Microsoft office products. Strong proficiency with internal databases, online data management systems, and data collection methodology.
- Current certification in Incident Command System (ICS) training for courses IS-100, IS-200, IS-300, IS-400, IS-700, IS-800.

Minimum Credentials:

- Maintain valid public health professional license or certification(s) applicable to assigned service area (i.e., Registered Sanitarian).
- Maintain a valid State of Ohio driver's license and vehicle insurance.

Key Competencies:

The following Council on Linkages Core Competencies (Adopted June 2014) for this position include All Tier 3 competencies for each of the following domain areas:

- Analytical and Assessment Skills
- Policy Development and Program Planning Skills
- Communication Skills
- Cultural Competency Skills
- Community Dimensions of Practice Skills
- Public Health Sciences Skills
- Financial Planning and Management Skills
- Leadership and Systems Thinking Skills

A copy of the Council on Linkages Core Competencies can be found at the following website and are incorporated by reference.

http://www.cantonhealth.org/pdf/800-019-03-A_Core%20Competencies%20for%20Public%20Health%20Professionals.pdf

Canton City Health District has adopted Organizational Competencies (Policy 800-019-02-A CCHD Competencies) that all employees are expected to achieve, of which all the following Tier 3 competencies for each of the following domains for this position:

- Customer Focus
- Accountability
- Equity, Ethics and Fairness
- Continuous Quality Improvement



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- Occupational Health and Safety
- Emergency Preparedness

http://www.cantonhealth.org/pdf/800-019-02-A_CCHD%20Competencies.pdf

Work Environment:

- Performance of duties requires frequent sitting, hearing, and eye/hand/foot coordination. Will include driving of passenger vehicles.
- Frequent talking is required along with occasional engagement in repetitive motions.
- Duties will involve representing the department favorability in public settings such as meetings, workgroups, presentations, and as a public spokesperson to the media.
- Performance of primary duties takes place in a regular office environment with occasional exposure to adverse environmental conditions.
- Primary duties will include working outdoors with potential exposure to inclement weather, trip hazards, and other environmental exposures.

Approval: This position description was approved by the Board of Health on: **June 24, 2019**

Revision History: Dates of prior approved versions: 2004, 05/21/18

Employee Statement:

I hereby acknowledge that I have received a copy of this position description on this date.

Employee Signature

Date

Printed Name