

Job Class Title

DEPUTY DIRECTOR OF ENVIRONMENTAL MANAGEMENT

Specification History

Created: December 1999

April 2007

Job Classification Number (JCN)

0173

Definition/Distinguishing Characteristics

DEFINITION

Under general direction, assists the Director of Environmental Management in planning, organizing, and directing the activities and programs of the Environmental Management Department, including environmental health, hazardous materials, solid and liquid waste management, ~~air pollution control~~ and vector control; provides expert, professional assistance and direction to department staff; and performs related work as assigned by the Director.

DISTINGUISHING CHARACTERISTICS

This single position class has significant responsibility for the development and oversight of countywide environmental health, public health; solid and liquid waste management, ~~air pollution~~ and vector control programs. The incumbent is responsible for formulating policy, developing goals and objectives, and supervising managerial, professional and other support staff. This class is distinguished from the Director of Environmental Management in that the latter is a Department Head with responsibility for overall policy development, program planning, fiscal management and operation of the department.

Example of Duties (illustrative only)

Assists the Director in planning, organizing, directing, and coordinating the activities and programs of the Department.

Develops and implements management improvements and practices in the Department; makes recommendations on procedures, forms and work flow; coordinates methods and procedures to insure achievement of Department objectives.

Works closely with the Board of Supervisors, Chief Administrative Officer, related County departments and officials of local, regional, state and federal agencies in developing and implementing programs related to environmental management.

Directs the selection, supervision and work evaluation of assigned staff and provides for their training and development; makes recommendations regarding discipline, as needed.

Conducts and integrates functions and activities of assigned programs; develops standards and methods of measurement of activities and work performance.

Assists the Director in program planning and the development of the annual budget; confers with subordinates in preparing and budgetary planning.

Supervises the preparation of and reviews narrative and statistical reports on a variety of administrative and management problems in the department

Oversees the County's compliance and reporting requirements associated with waste reduction mandates.

Oversees and monitors the contractual standards of the County's solid waste franchises.

Reviews and evaluates the effectiveness of programs and services and determines priorities.

Monitors changes in state and federal laws impacting the department, evaluates the implications for County activities and recommends policy and procedure to address such changes.

Confers with staff on specific cases and on major programs; interprets policies and ensures their consistent application.

Prepares or reviews reports for the Chief Administrative Officer, Board of Supervisors or commissions; works closely with the Board of Supervisors and other groups to explain or coordinate proposed programs, projects or enforcement actions.

Represents the department and County at public meetings; makes presentations and implements programs to obtain community input on environmental issues.

Prepares or directs the preparation of a variety of periodic and special reports related to department action.

As required, may serve in the capacity as Director of Environmental Management, which may include designation as Deputy Health Officer, ~~Deputy Air Pollution Control Officer~~ and Deputy Environmental Health Director.

Knowledges

Administrative principles and practices including goal, policy and objectives development; work planning; budgetary principals and practices.

Principles and practices of environmental quality control, including basic sanitary sciences applied to air and water quality, sewage disposal, food facility, housing, vector control, solid and liquid waste management, hazardous materials and epidemiological control.

Applicable Federal, State and local laws and regulations.

Principles and practices of program management, including development, planning, monitoring, evaluation, and administration.

Principles and practices of employee supervision, including selection, training, evaluation and discipline.

Basic budgetary principles and practices.

Skills

Planning, organizing, assigning, directing, reviewing, and evaluating the work of assigned staff.

Training staff in work procedures and providing for their professional development.

Analyzing complex environmental health problems, evaluating alternatives, and adopting effective courses of action.

Administering and managing a variety of technical environmental health, ~~air pollution~~, and waste management projects and programs.

Recommending comprehensive environmental management policy and programs based upon community needs, available resources and overall County priorities and policies.

Providing technical assistance and staff leadership to boards and commissions within assigned function.

Using sound independent judgment and responding sensitively to community environmental health issues and concerns.

Dealing tactfully and effectively with a wide variety of board and commission members, government officials, civic groups, contractors, the public and county staff.

Coordinating environmental management programs with other departments and agencies and preparing sound, oral and written reports and recommendations.

Preparing clear and concise technical reports, correspondence and other written materials.

Minimum Qualifications

Where college degrees and/or college course credits are required, degrees and college units must be obtained from an accredited college or university. Courses from non-accredited institutions will not be evaluated for this requirement.

Equivalent to graduation from a four-year college or university with major course work in environmental science, environmental engineering, a health discipline or other related field and three years of supervisory and managerial experience which has included environmental program planning and implementation.

NOTE: The above qualifications are a typically accepted way of obtaining the required knowledge and skills.

Other Requirements

Must possess a valid driver's license. Must be able to attend evening meetings. Must possess valid registration as an Environmental Health Specialist or a Professional Engineer in the State of California or possess certification as an Industrial Hygienist.