



APRIL 2018  
FLSA: EXEMPT  
Bargaining Unit: UD  
JCN: 1236

## **DIRECTOR OF ENVIRONMENTAL MANAGEMENT**

### **DEFINITION**

Under administrative direction, plans, organizes, and provides general direction and oversight for all functions and activities of the County's Environmental Management Department, including environmental health, hazardous materials, solid and liquid waste, landfill, wastewater treatment operations, and vector control programs; coordinates assigned activities and fosters cooperative working relationships among County departments, officials, outside agencies, the public, and private groups; provides expert professional assistance to County management staff in areas of responsibility; and performs related duties as assigned.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives administrative direction from the Chief Administrative Officer and/or the Board of Supervisors. Exercises general direction and supervision over supervisory, professional, technical, and administrative support staff through subordinate levels of supervision.

### **CLASS CHARACTERISTICS**

This is an at-will department head position appointed by the Board of Supervisors and, pursuant to County Charter, is evaluated by the Chief Administrative Officer for submittal to the Board of Supervisors. Under a delegation of authority from the Board of Supervisors, this class has the overall responsibility for coordination and direction of the Environmental Management Department. The incumbent is responsible for implementing policy; developing goals and objectives; administering the department's budget; and supervising professional, technical, and administrative staff. The incumbent serves as a professional-level resource for organizational, managerial, and operational analyses and studies. Performance of the work requires the use of considerable independence, initiative, and discretion within established guidelines.

### **EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)**

- Works closely with the Board of Supervisors/Directors; Chief Administrative Officer; related County departments; and key officials of local, regional, state, and federal agencies in developing and implementing programs related to environmental management.
- Plans, organizes, manages, and directs environmental management staff and programs for the protection of environmental health, including consumer protection, food sanitation, hazardous materials and emergency response, underground/above ground storage tanks, septic systems, solid and liquid waste (including landfill and wastewater treatment plant operations), water sanitation (small water supply, swimming pools, and wells) and the resources sector, including vector control, LEA, and land use.
- Develops and directs the implementation of goals, objectives, work standards, and department policies and procedures; oversees the preparation and administration of the department's budget.
- Selects, trains, motivates, and directs department personnel; evaluates and reviews work for acceptability and conformance with department standards, including program and project priorities and performance evaluations; works with employees on performance issues; implements discipline and termination procedures; responds to staff questions and concerns.

- Directs the development of management systems, procedures, and standards for program evaluation; monitors developments relating to environmental management, evaluates their impact on County operations, and implements change.
- Confers with and gives guidance to managers and supervisors regarding matters affecting employer-employee relations; provides for the selection, work review, and professional development of staff.
- Continuously monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; assesses and monitors the distribution of work, support systems, and internal reporting relationships; identifies opportunities for improvement; directs the implementation of change.
- Prepares or directs the preparation of a variety of periodic and special reports related to departmental actions.
- Develops, negotiates, and administers solid waste franchise agreements; reviews and evaluates solid waste franchisee rate requests and presents information to the Board of Supervisors; and implements the County Solid Waste Management Plan.
- Serves as a liaison for the department to other County departments and outside agencies; attends meetings as necessary; provides staff support to commissions, committees, and task forces as necessary; negotiates and resolves significant and controversial issues.
- Provides highly complex staff assistance to the Chief Administrative Officer; develops and reviews staff reports related to assigned activities and services; presents information to the Board of Supervisors and various commissions, committees, and boards; performs a variety of public relations and outreach work related to assigned activities.
- Receives, investigates, and responds to difficult and sensitive problems and complaints in a professional manner; identifies and reports findings and takes necessary corrective action.
- Attends and participates in professional group meetings; stays abreast of new trends and innovations in the field of environmental management; researches emerging products and enhancements and their applicability to County needs.
- Monitors changes in regulations and technology that may affect programs, services and operations; implements policy and procedural changes after approval and determines priorities.
- Performs related duties as assigned.

## **QUALIFICATIONS**

### **Knowledge of:**

- Organization and management practices as applied to the development, analysis, and evaluation of programs, policies, and operational needs of the assigned area of responsibility.
- Principles and practices of employee supervision, including planning and assigning work, performance review and evaluation, discipline, and the training of staff in work procedures.
- Principles and practices of leadership.
- Principles and practices of budget development and administration.
- Principles and practices of environmental quality control, including basic sanitary sciences applied to water quality, sewage and waste disposal, food and beverage, housing, vector control, solid waste management, and hazardous materials.
- Principles and practices of environmental health protection, investigation, and enforcement, including landfill and wastewater treatment plant operations and regulations.
- Principles of chemistry, biology, geology, zoology, hazardous materials management, physical sciences (i.e., geology, hydrology), occupational health, toxicology, waste management, industrial hygiene, investigation, and enforcement.
- Applicable federal, state, and local laws, regulatory codes, ordinances, and procedures relevant to environmental management programs.
- Principles and techniques for working with groups and fostering effective team interaction to ensure teamwork is conducted smoothly.

- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and County staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination.
- Computers and software programs (e.g., Microsoft software packages) to conduct, compile, and/or generate documentation.

**Ability to:**

- Develop and implement goals, objectives, policies, procedures, programs, and ordinances.
- Provide administrative, management, and professional leadership and direction for the Environmental Management Department and the County.
- Evaluate complex codes, regulations, and environmental problems, and develop effective courses of action.
- Identify community needs, available resources, and overall County priorities.
- Provide technical assistance and staff leadership to boards and commissions within assigned function.
- Select and supervise staff, provide training and development opportunities, ensure work is performed effectively, and evaluate performance in an objective and positive manner.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Coordinate environmental management programs with other departments and agencies and prepare sound oral and written reports and recommendations.
- Plan, organize, assign, direct, review, and evaluate the work of assigned staff.
- Analyze, interpret, summarize, and present administrative and technical information and data in an effective manner.
- Conduct complex research projects, evaluate alternatives, make sound recommendations, and prepare effective technical staff reports.
- Prepare clear and concise technical reports, correspondence, and other written material.
- Effectively represent the department and the County in meetings with governmental agencies; community groups; various business, professional, and regulatory organizations; and in meetings with individuals.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Effectively use computer systems, software applications, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work

**Education and Experience:**

Bachelor's degree from an accredited four-year college or university with major coursework in biological or physical sciences, environmental health, environmental engineering, or a related field, and five years (5) of increasingly responsible experience in environmental management or related programs, including at least two (2) years in a management capacity.

**Licenses and Certifications:**

- Possession of, or ability to obtain, a valid California Driver's License by time of appointment and a satisfactory driving record.
- Possession of a valid certificate of registration as an Environmental Health Specialist in the State of California.
- Ability to renew the Environmental Health Specialist Registration in California, by completing 24 contact hours of continuing education every two years approved by REHS Continuing Education Accreditation Agencies.

**PHYSICAL DEMANDS**

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; to inspect various County facilities and construction and work sites; to operate a motor vehicle and to visit various County and meeting sites; vision to read printed material and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 35 pounds, or heavier weights with the use of proper equipment. Reasonable accommodations will be made for individuals on a case-by-case basis.

**ENVIRONMENTAL CONDITIONS**

Employees work partially in an office environment with moderate noise levels and controlled temperature conditions, and partially in the field and are occasionally exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, and hazardous substances. Employees may interact with members of the public or with staff under emotionally stressful conditions while interpreting and enforcing departmental policies and procedures.

**WORKING CONDITIONS**

Must be able to attend night and evening meetings and work flexible work hours. May be required to travel both within and outside the county.