

DIRECTOR OF ENVIRONMENTAL MANAGEMENT

DEFINITION

Under general policy direction, plans, organizes and directs the activities and programs of the Environmental Management Department, including environmental health, hazardous materials, solid waste management and vector control; provides expert professional assistance to County management staff in areas of responsibility.

DISTINGUISHING CHARACTERISTICS

This class has department level responsibility for overall policy development, program planning, fiscal management, administration and operation of the Environmental Management Department. The incumbent is responsible for developing and accomplishing departmental goals and objectives, in addition to furthering County policy goals and objectives as determined by the Board of Supervisors and Chief Administrative Officer.

EXAMPLES OF DUTIES (Illustrative Only)

- Develops and directs the implementation of goals, objectives, work standards and departmental policies and procedures; oversees the preparation and administration of the department's budget.
- Plans, organizes, coordinates and directs, through subordinate supervisors, all environmental health, hazardous materials, solid waste management, and vector control programs of the County.
- 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.
- Directs the development of management systems, procedures and standards for program evaluation; monitors developments relating to environmental management and evaluates their impact on County operations and implements change.
- Reviews and evaluates the effectiveness of programs and services and determines priorities.
- Directs the selection, supervision and work evaluation for departmental staff; provides for their professional training and development.
- Confers with staff on specific cases and on major programs; interprets policies and ensures their consistent application.
- 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 departmental action.
- Attendance and punctuality that is observant of scheduled hours on a regular basis.
- Performs other duties as assigned.

QUALIFICATIONS

Knowledge of:

- Administrative principles and practices including goal and objectives development, work planning, budgeting and employee supervision.
- Principles and practices of environmental quality control, including basic sanitary sciences applied to air and water quality, sewage and waste disposal, food and beverage, housing, vector control, solid waste management, hazardous materials and epidemiological control.
- Basic budgetary principles and practices.
- Applicable Federal, State and local laws and regulations.
- Principles and practices of program management, including development, planning, monitoring, evaluation and administration.

Skill in:

- Planning, organizing, assigning, directing, reviewing, and evaluating the work of assigned staff.
- Training staff in work procedures and providing for their professional development.
- Administering and managing a variety of technical environmental health 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.
- Communicating effectively with a variety of individual citizens, citizen groups, boards and commissions, staff and governmental groups.
- 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.

Other Requirements:

Must possess a valid driver's license. Must be able to attend evening meetings. Must be registered as an Environmental Health Specialist in the State of California.

Education and Experience:

Equivalent to graduation from a four year college or university with major coursework in environmental science, environmental engineering, a health discipline or other related field and four years of supervisory or 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.