

Job Class Title

DIRECTOR OF ENVIRONMENTAL MANAGEMENT

Specification History

Created: June 1990

Revised: May 2002

Job Classification Number (JCN)

1236

Definition/Distinguishing Characteristics

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, ~~air pollution control~~ and vector control; provides expert professional assistance to County management staff in areas of responsibility; performs related work as assigned.

DISTINGUISHING CHARACTERISTICS

This class has department level responsibility for the direction and administration of the County's Environmental Management Department ~~which includes the Air Quality Management District~~. The incumbent is responsible for formulating policy, developing goals and objectives, administering the department's budget and supervising professional and other support staff. Assignments allow for a high degree of administrative discretion in their execution.

Example 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.

~~Serves as the Executive Officer/Secretary of the Air Quality Management District.~~

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.

Knowledges

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.

#### Skills

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.

#### 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 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.

#### 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.