

ASSISTANT DIRECTOR OF ENVIRONMENTAL HEALTH SERVICES

DISTINGUISHING FEATURES OF THE CLASS:

The work involves responsibility for assisting the Director of Environmental Health Services in the management of the environmental health division of the Health Department. Specifically, the incumbent of this position will be responsible for a number of programs including, but not limited to, enforcement, development of inspection procedures and frequencies, data processing, preparation of mandated reports and review and evaluation of sanitary code provisions. The work is performed under the general supervision of the Director of Environmental Health Services. Supervision may be exercised over the work of subordinate employees assigned to specific projects, in specific areas of work (i.e., enforcement), or over the entire staff in the absence of the Director.

TYPICAL WORK ACTIVITIES:

1. Coordinates and supervises the division's enforcement, preparation and review of cases, interpretation of sanitary code provisions, preparation of necessary paperwork, participation in hearings and court proceedings, and collection of fines and penalties;
2. Prepares statistical, narrative, and periodic reports for the County Health Department, New York State Health Department, and New York State Environmental Conservation Department;
3. Prepares state aid (reimbursement) applications;
4. Coordinates the development, implementation, and operation of the division's data processing program;
5. Reviews current sanitary code provisions for appropriateness and effectiveness and recommends changes if necessary;
6. Develops inspection and report forms and recommends permit fee schedules;
7. Prepares and conducts internship and informational programs for students;
8. Assists director in preparation of division budget;
9. Attends meetings and conferences to explain division programs and operations and resolve problems;
10. Supervises purchasing of supplies, equipment, and material and reviews and approves expense vouchers;
11. Prepares division's news releases;
12. Conducts investigations and inspections as assigned;
13. May supervise specialized inspection program and the issuance of specialized required permits;
14. Coordinates divisions activities with municipalities;
15. Reviews and evaluates existing and planned environmental programs;
16. Assists in the development departmental policy;
17. May counsel employees and participate in disciplinary proceedings;
18. May supervise division in director's absence;
19. Does related work as required.

ASSISTANT DIRECTOR OF ENVIRONMENTAL HEALTH SERVICES (Cont'd)

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Comprehensive knowledge of the New York State Public Health Law, the Dutchess County Sanitary Code, and other laws, rules, and regulations pertaining to environmental health programs; comprehensive knowledge of the enforcement process and procedures; thorough knowledge of the principles, techniques, practices, and administration of environmental health programs; thorough knowledge of permit processes, procedures, and requirements; thorough knowledge of state reimbursement requirements and procedures; skill in making inspections and investigations; ability to plan and direct environmental health programs; ability to develop budgets; ability to supervise the work of others; ability to establish effective working relationship with a wide variety of people; ability to compile complex statistical and narrative reports; ability to communicate effectively orally and in writing; ability to solve difficult environmental health problems; initiative; resourcefulness; integrity; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

EITHER: (A) One (1) year's experience in supervisory public health engineering position;

OR: (B) One (1) year's experience in supervisory public health sanitarian position.

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ADOPTED: 10/09/80