

The Woodford County Health Department is accepting applications for FT Environmental Health Director.

**General Duties include:** This position serves under the administrative direction of the Local Health Department Director. Responsibilities for this position include, but are not limited to; Responsible for working independently to plan, develop, organize and direct a comprehensive environmental health program. With thorough knowledge of environmental principles, policies, regulations and methods; prepare administrative rules, regulations and policies relating to environmental health programs. Make policy decision subject to administrative approval and initiate plan for environmental health programs based on environmental and public health laws and regulations to prevent health hazards to the consumer. Guide and direct subordinate program administrators within the district/county. Develop administrative methods which may include reports, staff meetings and on-site visits to monitor program utilization, time, efficiency and to analyze operational procedures. Prepare detailed and comprehensive program and operational reports to improve efficiency and implement recommended changes. Assess the need for training and request that appropriate training programs be developed and implemented. Evaluate the performance of employees and counsel problem employees, initiate disciplinary actions when appropriate, following the administrative rules and regulations. Recommend promotion and salary advancements when appropriate. Interviews and makes recommendations on potential employees.

Direct, plan, organize, establish and implement program goals and objectives of a full range of public health services with focus in public health preparedness and response plan to support local, regional and statewide response to incidents of bioterrorism, catastrophic infectious disease or other public health threats. This position will be at the regional level, local level with primary focus in Preparedness over multiple counties or at the local level in Preparedness and other complex programs and services in a very large or multiple county areas. Supervise or manage the work of technical, non-technical, professional, clerical personnel which includes supervisors. Interview, hire, assign, direct and may evaluate performance and conduct discipline of staff. Monitor and mentor staff as expert source promoting team building/positive working environment and use of effective decision making skills as expert source/consultant in assigned areas of specialization, provide effective feedback to subordinate staff setting goals for improvement. Conduct or facilitate agency meetings, provide program assistance and consultation, in-service education to program staff or required agencies within the community in the determination of financial or program eligibility and billing. Prepare and accurately document case records and reports, and use appropriate resources to ensure compliance with federal, state, and local regulations and policies. Attends monthly regional health care preparedness meetings. Develop and promote effective relationships with health care providers, local and regional emergency response partners, within the community, local or state agencies. Manage and determine authorization of budget expenditures or act as liaison with funding authority within departmental fiscal unit which may monitor and evaluate program services through quality assurance audits. May prepare grant proposals, collection and analysis of statistical data for program services, health promotion/health education services and training programs consistent with agency objective.

**Minimum Education, Training or Experience:** Bachelor Degree from a college or university with a minor or twenty-four (24) semester hours in environmental health, biological or physical science or registration as a Kentucky Environmental Specialist/Sanitarian under KRS 223 and five (5) years of experience in the environmental field with at least one (1) year of experience in an administrative or supervisory capacity.

**Special Requirements:** Must possess and maintain a valid driver's license.

Note: an individual upon employment must become registered under the provisions of KRS 223 to remain a permanent employee per Administrative Regulations 902KAR 8:080.

**Starting Salary:** \$22.31 - \$28.65/hr negotiable with additional experience. Grade 24

**Applications** may be obtained at the Woodford County Health Department, 229 North Main Street, Versailles, KY 40383 or

<https://chfs.ky.gov/agencies/dph/dafm/lhpb/Pages/vacancies.aspx>

Completed application and transcript must be returned **by close of business October 11<sup>th</sup>** to Woodford County Health Department.

**Resume will not substitute for completed application.**

Equal Opportunity Employer.

Applicants and employees in this classification may be required to submit to a drug screening test and background check.