

NOTICE OF VACANCY

(Position open until filled)

Qualified Santa Cruz County employees and members of the public are invited to apply for the following position by submitting a letter of interest indicating relevant experience and qualifications to the Personnel Director, Room 119, County Complex, Nogales, AZ.

Job Title: HEALTH SERVICES DIRECTOR

Department: HEALTH

Salary: \$62,678-\$84,617 (Range 80)

Summary of Duties: See attached job description.

Qualifications: See attached job description.

A copy of the complete job description is available at the Personnel Office, Room 119, County Complex.

(Santa Cruz County is an EEO/AA Employer)

FLSA:

HEALTH SERVICES DIRECTOR

Definition: Under administrative direction, plans, develops and manages programs for the inspection and enforcement of public and environmental health procedures and regulations for the safety of Santa Cruz residents.

Essential Functions: (Essential functions, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills, and other characteristics. This list of tasks is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and tasks performed by positions in this class.)

Tasks:

Plans, develops and manages programs which monitor the accessibility and quality of health care, availability of public health programs and the quality of the environment, including air, water, and sewage disposal; develops policies and procedures which address current public health care problems and concerns in Santa Cruz County; provides administrative and supervisory direction to sanitarian staff; coordinates with local, state, and Federal agencies to develop plans for improving public health and the environment in the County. Manages public health contracts and grant programs.

Manages the enforcement of environmental health/public health laws, rules, and regulation; reviews construction plan permits, septic system permits, and the condemnation or destruction of public health hazards; directs, instructs, supervises and advises subordinate staff; assures compliance with sanitary standards; resolves problems presented by subordinate staff regarding work processes, policies, or methods.

Confers with property owners/managers and advises them of complaints and compliance standards; reviews plans for remodeling and new construction of food service facilities, mobile home parks, swimming pools, sewage disposal, schools, and other public buildings; examines and analyses construction or modification of plans for water supply and wastewater systems; assures compliance with public health regulations.

Assures communicable diseases are properly investigated and necessary action is taken; confers with staff of agencies in other counties and other levels of government with regard to joint actions taken or to be taken; coordinates with official representatives of Mexico to develop plans for improving public health and resolving pollution and health problems which cross the international boundaries and adversely affect the environment in the border area.

HEALTH SERVICES DIRECTOR
(Cont'd)

Knowledge, Skills, and Other Characteristics:

Knowledge of the principles, concepts, and practices in public health, sanitation and environmental protection.

Knowledge of Federal, state, and local laws, regulations, and codes for environmental and public health.

Knowledge of Santa Cruz County operations and functions.

Knowledge of computer software, including word processing and spreadsheet applications.

Knowledge of the principles and practices of financial management and budget development.

Knowledge of emergency preparedness programs, sources and planning techniques.

Skill in developing and managing public health programs.

Skill in analyzing, evaluating, and interpreting technical data.

Skill in management and supervision of public health issues and staff.

Skill in researching, compiling, and preparing reports and related information.

Skill in analyzing and interpreting policies and procedures.

Skill in effective communications, including making presentations to large and small groups.

Skill in establishing and maintaining effective working relations with public officials, health services professionals, government agency representatives, and the public.

Qualifications: Master's degree in Environmental Science, Public Health, or Public Administration preferred. Minimum of a Bachelor's degree in Environmental Science, Public Health, or Public Administration (or equivalent field) required. Seven (7) years experience in environmental health and health care, including two (2) years management experience. Registration as a Sanitarian or as an Environmental Health Specialist.