

GILA COUNTY HUMAN RESOURCES

JOB ANNOUNCEMENT

1400 E. ASH STREET, GLOBE, AZ 85501



POSTED: JANUARY 31, 2013
CLOSING DATE: FEBRUARY 13, 2013

DEPARTMENT: Health Services

POSITION: Environmental Health Manager

LOCATION: Globe/Payson

JOB CODE: 13-010

ANNUAL SALARY: \$43,160.00-\$52,582.40 DOE

NATURE OF WORK

The Program Manager for Environmental Health promotes and supports population health in Gila County by providing leadership to and overseeing daily operations, providing technical assistance and fiscal management, and facilitating collaboration for cross-cutting activities and initiatives with a diverse team of public health professionals staffing the Division of Health and Emergency Services. Environmental health services are provided routinely during normal business hours and occur on weekends and evenings as needed. Responsibilities include supervision and oversight to ensure that operational plans, policies, procedures are consistent with the overall health department goals and objectives.

DUTIES AND RESPONSIBILITIES:

- Provides leadership to, and is responsible for, the fiscal and operational management of the Environmental Health Department; promotes and facilitates the incorporation of core values and strategic initiatives into daily service delivery.
- Supervises assigned staff and directs assigned public health interventions consistent with public health laws, regulations, and quality standards; evaluates staff members' public health competencies and addresses deficiencies through continuing education, training and leadership development activities.
- Assists in delivery of assigned public health activities and interventions.
- Ensures compliance with state practice guidelines, community standards of care, and Federal and State laws and regulations.
- Assesses the health status of populations and their related determinants of health and illness and provides leadership for intra- and inter-agency/community needs assessment processes.
- Provides leadership in the development and implementation of the Gila County Community Health Improvement Plan and other departmental and community workgroups and committees.
- Develops partnerships with agencies within the federal, state, and local levels of government that have authority over public health situations or with specific issues, such as emergency events.
- Serves on inter-jurisdictional or multi-agency committees involved in policy development; coordinate review/comment processes for proposed policy documents; maintain contact with various community organizations.
- Assists in community health improvement and maintains professional growth and development by participating in professional committees and work groups and contributing to a work environment where continual improvements in practice are pursued.
- Incorporates data into the resolution of scientific, political, ethical, and social public health concerns; assures ethical principles in the collection, maintenance, use, and dissemination of data and information.
- Participates and leads individual, team, and departmental quality improvement and evaluation activities.
- Assures the delivery of core functions and Essential Services of Public Health and analyzes internal and external problems that may affect their delivery.
- Promotes public health policies, interventions, and resources and assists in formulating and administering comprehensive public health programs based on the needs of the internal/external stakeholders and available resources.
- Educates individuals, organizations, and groups on the meaning, purpose, and benefit of public health laws, regulations, and ordinances and how to comply.
- Applies communication and group dynamic strategies (e.g. principled negotiation, conflict resolution, active listening, and risk communication) in interactions with individuals and groups.

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- Communicates with and makes presentations and reports to health care providers, community organizations and the public on significant public health and environmental health events.
- Develops division and project budgets and other resources for public health activities, monitors budget compliance, and recommends modifications when needed.
- Prepares proposals for funding from external sources, incorporating joint accountabilities, agreements and partnerships with other governmental departments, municipal units and community organizations.
- Uses cost-effectiveness, cost-benefit, and cost-utility analyses in programmatic prioritization and decision making.
- Participates and provides leadership in department and community emergency response training and drills in support of disaster preparedness.
- Performs public health emergency response duties in response to threats to the public's health; these may include but are not limited to, requirements to work longer shifts, nights and weekends and to perform duties different than the daily routines.
- Delegates and supervises tasks as appropriate.
- Performs other duties as assigned.

WORKING ENVIRONMENT:

Work performed in the field are subject to conditions that range from inclement weather to dangerous conditions such as snow/ice, cold, heat, noise, wetness/humidity, vibration, sudden temperature changes, and poor illumination at the job site or due to travel on the job. Travel to and from field locations may subject worker to increased risk of driving hazards. Field locations may subject worker to communicable diseases, raw sewage, food service equipment, vectors (i.e. mosquitoes and ticks), fleas and chiggers, pathogens, snakes, poison ivy, toxins, hazardous materials, chemicals and animals. May occasionally need to relate to members of the public who exhibit challenging, atypical or hostile behaviors and/or communication.

EMPLOYMENT STANDARDS:

- Bachelor's degree in public health, public health administration, Environmental Science or related field; maintain Arizona Registered Sanitarian License.
- Three (3) years of progressively responsible public health management experience preferred.
- National Incident Management System (NIMS)/Incident Command System (ICS) 100, 300, 400, and 700 certification within three (3) months of employment.
- Proficiency in the interpretation of quantitative and qualitative data, making accurate community-specific inferences based on this interpretation, and using data to address scientific, political, ethical, and social public health issues.
- Proficiency in communicating in writing and orally, in person, and through electronic means, with linguistic and cultural proficiency.
- Valid Arizona driver's license, current certificate of vehicle insurance, and access to reliable transportation to all assigned work locations.
- Proficiency in use of intermediate computer skills: email, word processing, use of spreadsheets established databases and spreadsheets, presentation and publisher software, and internet searches.
- Proficiency in use of current department and program-specific required databases including but not limited to Service Desk, Trakit within six (6) months of employment.
- Ability to work longer shifts, nights, and weekends to meet operational needs as determined by management.
- Ability to meet the physical demands of the Essential Functions:
 - Must be able to be fitted and wear NIOSH 95 mask.
 - Be able to lift at least 50 lbs.
 - Hearing ability sufficient enough to communicate with others effectively in person and over the phone
 - Visual ability must be sufficient enough to read typewritten documents, computer screen and drive a car.

NOTICE: APPLICANTS MAY BE REQUIRED TO FURNISH, AT THEIR OWN EXPENSE, DOCUMENTARY PROOF OF EDUCATIONS, CERTIFICATION, REGISTRATION, LICENSE OR ANY OTHER PROOF OF COMPETENCY AS REQUIRED IN THE OFFICIAL CLASSIFICATION DESCRIPTION OR ANNOUNCEMENT AND MAY BE REQUIRED TO UNDERGO PHYSICAL, PSYCHOLOGICAL AND/OR BACKGROUND INVESTIGATIONS AS A CONTINUING CONDITION OF EMPLOYMENT. FURTHER, APPLICANTS FOR POSITIONS REQUIRING OPERATION OF A COUNTY OR PERSONAL VEHICLE ON OFFICIAL BUSINESS MUST POSSESS AND MAINTAIN COUNTY OR PERSONAL VEHICLE OPERATORS LICENSE. GILA COUNTY DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, NATIONAL ORIGIN, SEX, RELIGION, AGE OR DISABILITY, AND FAMILIAL STATUS IN EMPLOYMENT OR THE PROVISIONS OF SERVICE. AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER.

KNOWLEDGE, SKILLS & ABILITIES REQUIRED:

Knowledge of: Accounting principles and practices; regulations governing payroll/accounting activities; methods and standards for coordinating payroll functions; payroll related documentation and reports; payroll taxes and deductions; wage garnishment processes and procedures; W-2's; voluntary deductions; computerized payroll systems.

Ability to: Coordinate payroll activities; operate a variety of computer systems; office machines including 10 key by touch; accurately record and maintain payroll, timekeeping data; ensure work is in compliance with Federal and State regulations governing payroll taxes and deductions; assist employees and outside agencies regarding payroll matters; communicate effectively and follow verbal/written instructions; perform data entry and mathematical computations rapidly and accurately; understand and apply payroll-related County ordinances, Personnel rules, legislation, etc. to specific cases; perform work independently and prioritize work in a dynamic work environment; research and analyze accounting and/or payroll discrepancies and formulate recommendations.

Skills in: Reviewing, analyzing and reconciling complex accounting and/or payroll data.

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