

JOB DESCRIPTION

CITY OF JOPLIN

ASSISTANT DIRECTOR OF HEALTH AND ENVIRONMENTAL AND EPIDEMIOLOGY COORDINATOR

TITLE: ASSISTANT DIRECTOR OF HEALTH AND ENVIRONMENTAL AND EPIDEMIOLOGY COORDINATOR

DEPARTMENT: HEALTH

DESCRIPTION:

Under limited supervision, plans, coordinates, directs and evaluates the environmental health and epidemiology services administered by the City. Serves as the Director of the Health Department when present Department Head is unavailable or absent.

GENERAL DUTIES AND RESPONSIBILITIES:

THE FOLLOWING DUTIES ARE NORMAL FOR THIS TITLE. THESE ARE NOT TO BE CONSTRUED AS EXCLUSIVE OR ALL-INCLUSIVE. OTHER DUTIES MAY BE REQUIRED AND ASSIGNED.

- Attendance and dependability. Must maintain confidentiality.

GENERAL TASKS AND RESPONSIBILITIES:

WHILE FOLLOWING TASKS ARE NECESSARY FOR THIS POSITION, THEY ARE NOT AN ESSENTIAL PART OF THE DUTIES OF THIS POSITION AND MAY ALSO BE PERFORMED BY OTHER EMPLOYEES.

- Assists in the planning, organizing and coordinating of public health administrative services including fiscal, contractual, and general business activities.
- Provides leadership for the Environmental Health and Epidemiology staff.
- Contributes to policy development, understands Core Competencies for Public Health Professionals and assists the Department in assessing and meeting training needs.
- Assists in preparation of budget, grants and submissions to state and federal agencies.
- Researches and identifies new funding sources and resources for public health programs; assists in the preparation of funding applications for innovative approaches to population-based health outcomes improvement and primary prevention efforts.
- Assists in hiring, supervising, training, and evaluating staff performance.
- Participates in any disciplinary process when appropriate.
- Contributes to data management; collects data, conducts studies and analyzes data.
- Translates policies and procedures into practical terms for staff and the community.
- Represents the Department at various meetings and through contacts with community organizations or individuals.
- Acts for the Department Head when at meetings or when other absences occur and in all matters to which assigned.
- Represents the Department in meetings with media, citizen groups, organizations, and groups from the public and private sectors.
- Directs the provision of environmental health and epidemiological services, including food service, lodging, daycare, and pool sanitation and safety programs, community education programs relating to environmental health and epidemiology concerns, environmental complaints or pollution investigations, communicable disease occurrences and outbreaks, and vector control.
- Assigns, reviews, and evaluates the work of professional, technical, and support staff in the division.
- Develops/revises operating policies and procedures.
- Develops and monitors contracts/grants supporting the division and the division budget.
- Identifies division goals and objectives.

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- Determines staff development and training needs.
- Interprets, discusses and explains services and programs needed in the community.
- Evaluates division services and determines methods to increase the efficiency and effectiveness of programs.
- Inspects facilities where food products are stored, processed, sold, and/or served to identify violations and to ensure compliance regarding food handling.
- Discusses inspection results with owners and managers and explains procedures for compliance and the consequences of non-compliance; conducts follow-up visits to verify that violations are corrected.
- Inspect hotels, motels, day care facilities, and other establishments providing lodging to the public to ensure compliance concerning lodging; discusses inspection results with owner and managers and explains compliance issues as well as consequences of non-compliance.
- Presents training, community education seminars, workshops, and related events regarding sanitation and environmental issues and concerns.
- Trains health/sanitation oriented staff and informs citizens of Joplin about current environmental issues and the variety of methods to minimize and/or eliminate.
- Identifies conditions that are detrimental to the health and welfare of the citizens of Joplin.
- Provides input for environmental health program policies and/or procedures.
- Prepares inspection and investigation records and reports.

OTHER TASKS, DUTIES AND RESPONSIBILITIES:

- The duties and responsibilities listed in this job description shall not to be construed as an exclusive or all inclusive list of the duties associated with this position.
- The supervisor may on occasion assign other duties which are not specifically listed in this job description, provided the employee is qualified and certified/licensed to perform these additional functions.

GENERAL PHYSICAL REQUIREMENTS:

LANGUAGE ABILITY AND INTERPERSONAL COMMUNICATION

- Advanced skill in establishing and maintaining effective working relationships with business owners/managers, other local, State, and Federal environmental/pollution control officials, and the public.
- Ability to communicate effectively verbally and in writing with the media, management, the public and agencies.

MATHEMATICAL ABILITY

JUDGMENT AND SITUATIONAL REASONING ABILITY

- Knowledge of general management principles and practices, including budgeting, policy/procedure development, and employee training and supervision.
- Extensive knowledge of the methods and techniques for conducting inspections of food handling and lodging facilities.
- Extensive knowledge of the etiology of a variety of food and vector borne diseases.
- Advanced knowledge of the principles and practices of environmental/pollution control.
- Advanced knowledge of City, State, and Federal codes, ordinances, and regulations regarding public health sanitation and environmental/pollution control, including hazardous materials storage and disposal.
- Knowledge of basic chemistry, physics, and bacteriology.
- Advanced knowledge of the principles and practices of public health sanitation and epidemiology.
- Skill in preparing a variety of statistical and narrative records and reports.

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- Skill in organizing and implementing a systematic program for inspection of a variety of businesses and facilities.

PHYSICAL REQUIREMENTS

- Requires long periods of sitting and standing.
- Must be mobile to such a degree to allow for efficient and effective job movement such as moving around a work area or building or between buildings to perform essential job functions.
- Sightedness, hearing and mobile.
- Low to medium levels of twisting and bending.
- Manual dexterity sufficient to operate equipment such as computers, typewriters, calculators, copiers, FAX machines, telephones, and other essential job related equipment.

ENVIRONMENTAL ADAPTABILITY

- Skill in planning, organizing, and directing activities of a division of a department.
- Skill in organizing, coordinating, and evaluating the work of subordinate staff.
- Skill in identifying employee training needs and developing/coordinating programs and activities to improve performance.

GENERAL QUALIFICATIONS:

- An undergraduate degree in Environmental Health, Environmental Science, Biology, or related area and four years closely related full time work experience, at least one of which is in a supervision or an administrative role.
- Must possess a valid driver's license and be able to successfully complete a thorough background check, and successfully complete a physical exam and drug test.

Employee Name (Please Print)

Date

Employee Name (Signature)

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