



CASCADE COUNTY

Job Vacancy Announcement

Submit all application materials to:
Cascade County Human Resources Department
325 2nd Ave N #108
Great Falls, MT 59401

Applications available at the Cascade County Human Resources Dept., www.cascadecountymt.gov or Job Service.

Position: **Environmental Health Division Manager**

Salary: **\$60,000 - \$65,000 DOE**

Schedule: **Full-time with Benefits**

Department: **City-County Health Department**

Closing Date: **Open Until Filled**

Education/Experience/Training:

- Two years of supervisory and management experience preferred.
- Bachelor's Degree with emphasis in biology, microbiology, environmental science **or** closely related field.
- Forty-five (45) quarter hours or thirty (30) semester hours in biological sciences and at least one (1) level course in microbiology meeting Board of Sanitarian approval for licensure.

Certifications:

- Certification from the State of Montana as a Registered Sanitarian **or** the ability to meet minimum licensure requirements and successfully obtain the Registered Sanitarian license within six (6) months of hire.

POSITION DESCRIPTION

The Environmental Health Division Manager (EHDM) manages staff and all programs and contracted services under the Environmental Health Division (EHD) including, but not limited to, DPHHS licensed establishment inspection programs, septic permitting program, air quality, water quality, rabies prevention, communicable disease investigations, subdivision review, Superfund, general complaint investigations and emergency response as needed, provides direction and training to supervised employees within the EHD and may perform inspections and field investigations, actively engages with the City County Health Department (CCHD) Leadership team to support a well-functioning agency as a whole, actively collaborates with DPHHS, MT DEQ and other federal, state and local agencies to carry out Environmental Health (EH) programs in accordance with all regulatory requirements and performs other duties as required or assigned.

ESSENTIAL JOB DUTIES AND RESPONSIBILITIES

Manages EHD programs in accordance with regulatory authority and in collaboration with the Health Officer, Cascade County Board of Health and Cascade County Attorney, manages EHD budgets in accordance with Cascade County policies, CCHD protocols and as required under specific contracts. Ensures programs do not exceed established budgets and manage funds as good stewards of taxpayer dollars, ensures EHD contract deliverables and reporting requirements are met, adheres to all Cascade County and CCHD policies, protocols and procedures, assigns, supervises, reviews and monitors employee work including quality, efficiency and productivity, responds to and resolves staff questions, job-related and technical difficulties and concerns, manages day to day EHD activities including resolution of difficult issues that arise where management intervention is needed, participates in personnel recruitment and selection, develops, revises and updates EHD programs, protocols and procedures to align with regulatory requirements and regulatory changes in a continual effort of quality improvement, ensures that EHD staff are adequately trained in EH programs and work assignments as part of workforce development and provide ongoing training opportunities to maintain RS licensure, competence in their performance in the changing EH landscape and staff satisfaction of current positions, maintains positive communication and relationships with community agencies that fosters a respected image of CCHD as a fair, reliable and helpful resource promoting the vision and mission of the agency with programs and practices that promote a healthy environment, assists in field work where needed, including all responsibilities of the Sanitarian staff including but not limited to, licensed establishment inspections, septic inspections, subdivision reviews, rabies bite investigations, air quality inspections, general complaint investigations, emergency response and communicable disease investigations, enforces violations relating to public and environmental health laws and regulations in collaboration with EHD staff, the Health Officer and the County Attorney as needed, works closely with local, state and federal stakeholder agencies to ensure effective communication and coordination of activities conducted in the EH division, reports monthly to local Board of Health and to Board of County Commissioners as needed, actively participates in weekly Leadership Team meetings and supports management and agency goals that may include, but are not limited to, promoting positive work culture, achieving Public Health Accreditation, implementing the agency strategic plan, supporting workforce development, providing input to the Community Health Improvement Plan and emergency response training and participation in exercises and incidents, provides official and unofficial input to state agencies when administrative rule changes are taking place, updates Board of Health and Board of County Commissioners on legislative changes that impact EH programs, coordinates with CCHD Communications Officer in preparing educational materials, public presentations and maintaining current website information, embodies and embraces public health principals, performs other duties or projects as

required as assigned to accomplish the objectives of the position.

Knowledge and understanding of:

Theories, principles and practices of environmental sanitation including, biology, microbiology, chemistry and public health, management skills including budgets, program assessment and quality improvement, employee discipline, time management, general human resource practices, EH regulations and enforcement, practices and techniques of research, data collection and analysis used in environmental study and monitoring, public health community resources, public health state and federal partners and resources.

Skills in:

Inspecting, training, monitoring, sampling and testing, Microsoft Word, Excel, Outlook, Publisher, PowerPoint, organization and accuracy, customer service and public relations.

Ability to:

Develop or modify program plans, speak publicly and make presentations, proficiently operate a computer and achieve knowledge of additional computer applications as needed to complete required job duties, recognize and investigate sanitation problems and correct unsanitary or hazardous conditions, interpret laws, policies and regulations, remain fair in interpreting and implementing rules and regulations, prepare and submit accurate, timely reports and records, interact with the public or other employees in a professional, respectful and courteous manner, practice good public relations and display sound judgment and decision-making skills within established policies and procedures in stressful situations, communicate in a professional and effective manner with others, both orally and in writing information, clearly and concisely, comprehend and follow verbal and written instructions, maintain strict confidentiality of sensitive information, establish effective working relationships with fellow employees, supervisors and the public, identify problems that adversely affect the organization and its functions and offer positive suggestions for improvements, work collaboratively with management, co-workers, multiple agencies or organizations, exercise sound judgment and decision-making skills within established policies and procedures, accept responsibility and be self-motivated, demonstrate a strong work ethic to achieve academic and professional goals, demonstrate punctuality and observe required work hours, work independently with little supervision.

The successful applicant shall serve a 1-year probationary period and will have a criminal background check conducted. The results thereof may disqualify the applicant from consideration for employment with the County.

Notice to Applicants: Applicants who are claiming Veteran's or Handicap Preference must provide a DD-214 Discharge Document (Part 4) or DPHHS Handicap Certification and Employment Preference Form with their application for employment so Cascade County may apply the preference during the selection process.

Cascade County makes reasonable accommodations for any known disability that may interfere with the applicant's ability to compete in the recruitment and selection process or an employee's ability to perform the essential duties of the job. For Cascade County to consider such arrangements, the applicants must make known any needed accommodations.

CASCADE COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER