ESSENTIAL JOB DUTIES AND RESPONSIBILITIES

The Registered Sanitarian (RS) at the City-County Health Department (CCHD) spends a majority of their time performing routine and follow-up inspections of licensed establishments, provides information and education to establishment operators, determines if there are deficiencies and assesses the need for follow-up, training or enforcement action following inspections, accurately fills out inspection forms and effectively communicates concerns. Other duties performed by the RS may include assisting with review of construction or remodel plans of licensed establishments, teaching food safety and disease prevention classes to food service personnel and daycare providers, participating in communicable disease investigations, including rabies investigations, participation in emergency preparedness and response activities, preparing educational newsletters, performing soil evaluations and regulating installation of subsurface septic systems, assisting with training and certification of septic installers, reviews of subdivisions for sanitation requirements and working in the air quality program and other Environmental Health programs as required or assigned.

Knowledge and understanding of: Theories, principles and practices of environmental sanitation including biology, microbiology, chemistry and public health, generating computer reports and environmental health risk

APPLICATION PACKET REQUIREMENTS - Each applicant is required to provide the following:

- Completed Cascade County Employment Application.
- Detailed resume of work experience.
- OFFICIAL college transcript (reflecting the required course credits in the Education & Experience paragraph).
- Certifications/ Licensure:
  - Certification from the State of Montana as a Registered Sanitarian or the ability to meet minimum licensure requirements and apply for the Sanitarian-in-Training (SIT) license within one (1) month of hire and successfully obtain the RS license within one (1) year of hire.
  - Valid driver’s license issued by the State of Montana.

EDUCATION/EXPERIENCE/TRAINING:

- Bachelor’s Degree with emphasis in biology, microbiology, environmental science or related field with forty-five (45) quarter hours or thirty (30) semester hours in biological sciences and at least one (1) college level course in microbiology meeting Board of Sanitarian approval for licensure.
- Knowledge and understanding of:
  - Theories, principles and practices of environmental sanitation including biology, microbiology, chemistry and public health, generating computer reports and environmental health risk.
assessments and management, public health principles and practices and applicable public health laws, knowledge of HIPAA privacy and security rules at the federal, state and local level, modern office equipment, practices and procedures, CCHD and County rules, policies, procedures and functions, safety rules, procedures and practices, English usage, spelling, grammar and punctuation.

**Skills in:** Inspecting, training, monitoring, sampling and testing, decision making which may have moderate to major impacts on the operation of program and/or agency, Microsoft Word, Excel, Outlook, Publisher and PowerPoint, time management, accuracy and organization, professional and effective interpersonal communication, customer service and public relations, working with individuals with diverse backgrounds in a non-judgmental, respectful and professional manner.

**Ability to:** 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, speak publicly and make presentations, proficiently operate a computer and achieve knowledge of additional computer applications as needed to complete required job duties, 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 in both technical and non-technical terms, comprehend and follow verbal and written instructions, communicate information clearly and concisely, maintain strict confidentiality of confidential and sensitive information, establish effective working relationships with other County departments, employees, Federal and State agencies, private agencies and the general public, identify problems that adversely affect the organization and its functions and offer positive suggestions for improvements, work collaboratively with supervisors, co-workers and other individuals and agencies, work independently and as a team member with minimal supervision, exercise sound judgment and decision-making skills within established policies and procedures, accept responsibility, be self-motivated and demonstrate a strong work ethic to achieve academic and professional goals, demonstrate punctuality and observe required work hours, perform other duties as required or assigned.

The successful applicant shall serve a 6-month probationary period and will have a criminal background check conducted. The results thereof may disqualify the applicant from consideration for employment with the County. This position is covered by and subject to the Collective Bargaining Agreement by and between Cascade County and Federation of the Cascade City County Health Department Local #7772 (MFPE).

**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**