



THE COUNTY OF INYO

INVITES APPLICATIONS FOR

**DIRECTOR,
ENVIRONMENTAL HEALTH
DEPARTMENT**



FINAL APPLICATION FILING DATE:

Open Until Filled



THE POSITION

The Director of Environmental Health is responsible to the Board of Supervisors for providing leadership and oversight over the Environmental Health Department (EHD). This exceptional manager, working closely with the Deputy Director, will be a strategist and innovator who strives for excellent public service, collaboration, and continuous improvement.

ENVIRONMENTAL HEALTH DEPARTMENT

The EHD works with residents, other departments, the regulated community and other stakeholders to prevent environmental public health hazards and promote healthy behaviors through public education and when necessary, consistent enforcement.

The Department has been assigned responsibility to implement and enforce diverse regulatory environmental programs, which include:

- retail food safety
- public swimming pools
- small drinking water systems (LPA)
- on-site wastewater treatment and disposal systems
- water well construction
- hazardous waste and material management (CUPA)
- body art
- sewage pumper vehicles
- solid waste facility management (LEA)

The Department also operates the County water testing laboratory

THE IDEAL CANDIDATE

The ideal candidate will possess a professional history that demonstrates the following leadership competencies and attributes:

- ◇ Provide overall leadership and oversight for all EHD programs to ensure a customer service-oriented management philosophy which transcends all levels of the organization;
- ◇ The ability to develop and maintain a close working relationship with the Board of Supervisors, other Department Heads, and State oversight agencies;
- ◇ Be a leader and collaborative partner with residents, other departments and agencies, and other stakeholders to support initiatives and community health;
- ◇ Use data and evidence-based practice to plan, implement and evaluate programs, and establish clear goals, and desired outcomes, while anticipating future consequences;
- ◇ Be professional and highly ethical;
- ◇ Be fiscally responsible;
- ◇ Be approachable and relate well to the public, management, media and employees at all levels
- ◇ Implement Board decisions promptly as if they were his/her own;

In addition, the ideal candidate will possess a current certificate as a Registered Environmental Health Specialist by the State of California.

Has the Skills to:

Plan, direct, manage, and oversee the programs, functions, and operations of the department; formulate and implement Countywide inspection and enforcement programs; supervise, train, and evaluate the work of assigned staff; develop and prepare an assigned budget and control expenditures; prepare and present accurate and comprehensive reports and recommendations; analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals; interpret, apply, and explain policies, procedures, laws, and regulations pertaining to assigned programs and functions; effectively represent the Department of Environmental Health Services programs to the public, community organizations, and other governmental agencies; promote and maintain positive public relations and possess above-average oral and written communication skills.

Has the Knowledge of:

Operational characteristics and functions of an environmental health program; principles and techniques of management and program administration; principles and practices of environmental quality control, public health, and sanitation; pertinent Federal, State, and local laws, codes and regulations; functions and operations of governmental agencies concerned with environmental quality control; proper inspection and investigative methods and procedures; principles and practices of budget development, preparation and expenditure control; principles and practices of supervision, training, and performance evaluation.

Has the Physical Ability to:

Drive a motor vehicle for prolonged periods of time; work out-of-doors in the elements with extremes in exposure to heat, sun, cold, wind, and blowing dust; stand, walk, or crouch; climb and descend stairs and ladders; lift and move objects weighing up to 75 pounds; normal manual dexterity and eye-hand coordination; corrected hearing and vision to normal range; verbal communication; use of office equipment; continuous contact with staff and the public.

Can meet these Special Requirements:

You may be required to drive a motor vehicle in the course of employment and must possess a valid operator's license issued by the State Department of Motor Vehicles. Must successfully complete a pre-employment background investigation and physical examination. Your position may be required to serve as a Disaster Service Worker during a County emergency.

EMPLOYMENT STANDARDS

Must possess a Bachelor's degree from an accredited college or university with major coursework in environmental health or a closely related field (a Master's degree is desirable), plus a valid certificate of registration as an

Environmental Health specialist issued by the California Department of Health Services, with a minimum of five years of experience in environmental health investigation, inspection, and enforcement work, including a minimum of two years in a supervisory capacity.

SALARY AND BENEFITS

SALARY:

\$97,063-117,981/year

(Above salary is paid over 26 pay periods annually.)

BENEFITS:

- ◇ CalPERS Retirement System:
Classic Employees (certain current or recently employed CalPERS members and members of other retirement systems with CalPERS reciprocity, who enrolled in such systems prior to January 1, 2013) 2% at 55 – Inyo County pays the employee contribution rate toward retirement.
- PEPRA Employees** (new CalPERS members hired after January 1, 2013) 2% at 62. Employees will be required to pay employee contribution toward retirement.
- ◇ Inyo County pays a portion (currently 80%) of employee and dependent monthly premium on CalPERS medical plans.
- ◇ 100% of employee and dependent monthly premium paid for dental and vision.
- ◇ \$20,000 term life insurance policy on employee.
- ◇ Retiree health care benefits.
- ◇ Vacation—10 days per year during the first three years; 15 days per year after three years; 1 additional day for each year of service after ten years to a maximum of 25 days per year.
- ◇ Sick leave—15 days per year.
- ◇ Flex (personal days)—5 days per fiscal year.
- ◇ 80 Hours of Administrative Leave annually
- ◇ County vehicle



APPLICATION

Applicants may write or call for an application at Inyo County Personnel Department, P.O. Box 249, Independence, CA 93526, (760) 878-0377. Application information is also available at the Inyo County website, www.inyocounty.us.

This recruitment will remain open until position has been filled. Applicants must apply on the Inyo County application form. A cover letter and/or resume will be accepted in addition to the application form, but will not serve as a substitute for a completed application. Incomplete applications will not be processed. **It is not acceptable to complete the application with statements such as “See/Refer to Resume”.**

SELECTION

Candidates must clearly demonstrate through their application materials that they meet all employment standards outlined. All properly completed applications will be reviewed and the most appropriately qualified individuals will be invited to continue in the selection process.

Examination for the position may consist of a written, performance, or oral exam(s) to evaluate the applicant’s skill, training, experience, and qualifications for the position. The final hiring selection will be made by the Board of Supervisors.

Conflict of interest: Persons hired as a result of this recruitment must file a Conflict of Interest Statement within thirty (30) days of employment.

ABOUT INYO COUNTY

Inyo County is the ultimate destination for those who appreciate the outdoors. The County contains one of the most spectacular mountain ranges (Sierra Nevada) and one of the most spectacular desert areas (Death Valley) in the United States. It contains one National Park and borders two others. What it lacks in large

population centers, it more than makes up for in recreational opportunities.

Inyo County is the second largest county in California, with a size of 6,490,200 acres, over 10,000 square miles. Included in this large area is a population base of approximately 17,945. Inyo County is a rural county that is proud of its excellent schools and family environment.

The City of Bishop is the only incorporated city in the County and the Bishop area has a population of approximately 12,000. There are several smaller unincorporated towns throughout Inyo County. Inyo County has been called the “outdoor adventure capital of the world”.

The work will take you all over this beautiful county and engage all of your environmental health skills and education.

RECREATIONAL OPPORTUNITIES

- ◇ Downhill and Back Country Skiing at Mammoth/June Mountain resorts
- ◇ Cross Country Skiing
- ◇ Day-Hiking/Backpacking/Camping—Sierra Nevada & Great Basin
- ◇ Fishing and Hunting—Wild Trout Fishing, Deer, Fowl, etc.
- ◇ Four-Wheel Drive Exploration—Great Basin and Death Valley
- ◇ Horseback Riding—Clubs and Wilderness Trails
- ◇ Running, Biking, and Swimming
- ◇ Mountaineering, Rock Climbing
- ◇ Boating & Water Skiing

EDUCATIONAL/CULTURAL OPPORTUNITIES

- ◇ Cerro Coso Community College
- ◇ Geology of the Great Basin—Classes & Field Trips
- ◇ White Mountain Research Station, University of California
- ◇ Owens Valley Radio Observatory, Cal Tech
- ◇ Aboriginal Cultural History
- ◇ Inyo Council for the Arts
- ◇ Music Clubs, Cowboy Poetry Readings
- ◇ Eastern Calif. Museum, Independence
- ◇ Laws Railroad Museum

LOCAL EVENTS

- ◇ Mule Days
- ◇ Tri-County Fair
- ◇ 49er Encampment in Death Valley
- ◇ 4th of July in Independence

- ◇ Millpond Music Festival
- ◇ Lone Pine Film Festival

WEATHER-WATER-AIR

- ◇ Four Seasons Enjoyment
- ◇ Excellent Air Quality
- ◇ Abundant Streams, Lakes, & Hot Springs