

CUYAHOGA COUNTY BOARD OF HEALTH

YOUR TRUSTED SOURCE FOR PUBLIC HEALTH INFORMATION

POSITION AVAILABLE

Position: Director, Environmental Health
Reports to: Health Commissioner
Position to be filled: October 7, 2024

Salary: Commensurate with experience
Hours: Mon. – Fri., 8:30 a.m. to 4:30 p.m.

Vaccine Policy: Effective November 1, 2021 all new hires will need to meet COVID and Influenza vaccine requirements or request an exemption as outlined in the CCBH Vaccination Policy.

Minimum Requirements:

- Bachelor's degree in Environmental Health, Public Health, Health Sciences, Natural Sciences, Environmental Sciences, or related field. Master's degree preferred.
- Minimum of eight years of public health program administration experience OR six years of experience (with a Master's degree) OR 4 years of experience (with a Ph.D.), at least three of which must have been in a leadership capacity.
- Valid State of Ohio REHS registration in accordance with Chapter 3776 of the Ohio Revised Code at time of appointment.
- Valid State of Ohio driver's license and insurance at time of appointment.
- Ability to efficiently multi-task on a daily basis.
- Expert knowledge of public health laws, practices and policies. Strong working knowledge of Ohio Revised Code, and bargaining units, where applicable.
- Strong proficiency with use of PC hardware & basic software (i.e., Microsoft office), email, and office equipment (i.e., copier, fax, scanner, telephone, etc.). Strong proficiency with Microsoft Excel.
- Strong written and verbal communication skills, excellent graphic presentation skills, and the ability to present in front of large groups.
- Customer service orientation. Expert interpersonal relationship skills, including cultural sensitivity & competence.
- Strong proficiency with internal databases, online data management systems, and data collection methodology.
- Strong leadership ability, intellectual curiosity, eagerness to engage with others, and willingness to contribute to a healthy workplace culture.
- Demonstrated knowledge of applicable regulatory standards and policies.
- Mathematical aptitude necessary to develop budgets and monitor expenditures.

Responsibilities:

Environmental Health

- Directs all administrative and financial activities within Environmental Health programs and services. Maintains working knowledge of all programs/services within service area. Identifies needs and/or opportunities to provide new programs/services. Ensures compliance with all rules and statutes. Initiates corrective & enforcement actions for compliance deviations.
- Prepares and monitors the service area budgets (i.e., grant and general revenue budgets), and ensures compliance with CCBH and funder guidelines. Provides guidance to staff with developing, managing, and tracking program budgets. Approves purchase orders and processes grant payment authorizations. Authorizes invoicing and payments to contractors for services rendered within assigned service area.
- Develops and delivers recommendations to the Commissioner and Board regarding a variety of Environmental Health related issues, including recommendations regarding service area budget requests.
- Directs the day-to-day activities of service area direct reports including hiring, training, counseling, evaluating staff performance, and when necessary recommending disciplining and/or discharging staff. Reviews and approves time off requests; review and approve daily logs, mileage logs, and expense reports.
- Conducts assessments of existing programs and services to ensure alignment with CCBH, local, state and national public health priorities. Monitors state and federal regulatory changes.
- Analyzes environmental health trends and makes recommendations to the Commissioner. Assists the Commissioner in developing long-range staffing and organizational plans in order to facilitate proactive changes.
- Develops and implements Environmental Health policies and procedures for CCBH. Notifies staff of any policy changes.
- Provides leadership and direction in public health emergency activities, as assigned.
- Collaborates with leaders from other service areas to coordinate unified and effective responses to any public health emergency or investigation. Serves on the CCBH Incident Command System (ICS) and assists in identifying necessary emergency response roles & protocols for identified service area staff. Provides appropriate staff preparedness training as needed.
- Where applicable serves as a key representative on the negotiations team with CCBH's bargaining units.
- Participates on hiring teams responsible for interviewing and selecting candidates for direct report positions.
- Assists in implementing CCBH-wide climate action and sustainability strategies/goals.

Community Engagement

- Develops and maintains relationships with community stakeholders, and local & state public health organizations. Engages in networking activities with external public and private sector health systems. Represents CCBH on local, regional, and statewide committees or work groups. Participates in the legislative process as needed.
- Develops and extracts reports from databases (i.e., Enterprise, etc.) for delivery to internal and external customers. Gathers and organizes documents to satisfy public records requests or other reporting obligations.
- Collaborates with internal and external partners on special projects as assigned. Represents service area at CCBH board meetings, conferences, community meetings, council meetings, and meetings with municipal leaders.
- Assists the External Affairs and Communications staff with preparing program-related public relations material.
- Interprets and presents statistical, programmatic, and scientific information to professional and lay audiences.
- Responds to news media, government and business officials, state and local agencies, and community groups, regarding environmental health concerns.
- Delivers customized, culturally appropriate information to help individuals and groups understand local environmental public health policies, regulations, and codes.
- Serves as one of CCBH's sustainability champions. Leads internal sustainability committee to track progress towards established goals and targets from relevant Climate Action Plans, and sustainability-related goals within the CCBH Strategic Plan.
- Educates the public about current and emerging 1) environmental justice, 2) climate change, and 3) sustainability topics using methodologies such as speaking engagements, lectures, infographics and multimedia tools.

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Administration/Other

- Serves as a member of CCBH's Senior Leadership Team. Participates in the creation and execution of the CCBH's vision, mission, and strategic plan.
- Participates in CCBH accreditation planning processes and leads Environmental Health strategic planning processes. Participates in Quality Assurance and Improvement activities including creating, implementing, and evaluating performance standards and identifying, implementing, and assessing program quality improvement processes.
- Identifies funding opportunities related to 1) environmental justice, 2) climate change, and 3) sustainability and leads or assists in writing proposals.
- Performs other duties as assigned.

Please complete the online application on our website, www.ccbh.net/jobs
All applicants are required to upload a resume and include a cover letter with their application.

Deadline to Apply: POSTED UNTIL FILLED

Bilingual Applicants Welcome

Employees hired for a position that is funded in whole or in part by a designated funding source may be laid off when the funding source is reduced or eliminated.

THIS AGENCY IS AN EQUAL PROVIDER OF SERVICES AND AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER CIVIL RIGHTS ACT 1964
THIS EMPLOYER PARTICIPATES IN E-VERIFY

All employees hired for a position must be legally authorized to work in the United States without requiring sponsorship for employment visa status now or in the future.

Benefits offered at CCBH (for employees working at least 40 hours per pay period/Bi-weekly):

- Medical (full time employees responsible for 10% of premium)
- Dental (full time employees responsible for 10% of premium)
- Vision
- Public Employee Retirement System (PERS)
- Deferred Compensation
- FSA Health and Dependent Care
- Tuition Reimbursement
- Holidays (14 paid per year)
- Vacation Time (13 paid days per year for new service PERS members*)
- Sick Time (15 paid days per year*)
- Personal Days (up to 3 paid per year)
- Agency paid Life Insurance
- Additional Voluntary Life Insurance
- Voluntary Identity Theft Protection
- Voluntary Critical Illness
- Voluntary Accident Insurance
- Employee Assistance Program
- Free Parking Onsite
- Remote work from home available up to two days per week with approval after the completion of a minimum of 60 days of employment.
- Alternate work schedule or changes in work schedule available after initial training period with approval. Core work hours of 10am to 2pm required of all staff.

*Benefit is prorated based on start date