

**County of Grundy--Job Posting
Health Department**



Date of Posting: July 13, 2021

Applications Accepted Until: Posted until filled

Job Title: Director of Environmental Health

Employee Status: Full Time, 37.5 hours/week, Exempt

Rate of Pay: \$55,500 – \$58,500

SUMMARY:

In compliance with federal, state and local guidelines and in cooperation with other public health initiatives, oversee all Environmental Health activities and programs of the Grundy County Health Department and supervise sanitarians and support staff. Activities may include, but not be limited to, review and approval of construction plans for retail food stores and facilities, investigating food borne illnesses and other environmental health concerns, inspecting private sewage disposal systems and water supply systems, and performing inspections when needed. The Director is responsible for personnel, fiscal and management controls, and prepares ordinances for consideration by appropriate authorities. In times of public health emergency, may be required to report for specialized assigned duties inside or outside of Grundy County. On occasion must be willing to work an extended and or flexible schedule and may be required to be available by phone. May be called upon to report to work at any time in response to an emergency. Perform emergency response roles, as required.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Supervises and oversees all employees, activities and programs in the Environmental Health Division (Food, Private Water Well, Private Sewage Disposal, etc.).
2. Coordinates, provides consultation, and performs administrative duties for environmental health programs.
3. Enforces and interprets regulations concerned with environmental health programs.
4. Prepares ordinances which support public health efforts for consideration by appropriate authorities.
5. Oversees and manages all environmental health grants, including execution and reporting.
6. Serves as a liaison between the Health Department and the public as it pertains to the environmental health programs.
7. Conducts performance review of all Environmental Health employees.
8. Reports to the Illinois Department of Public Health all program statistics.

MINIMUM REQUIREMENTS

Require successful completion of the examination referenced in the class specification for the Licensed Environmental Health Practitioner (LEHP) within 6 months of hire, a Bachelor's degree from an accredited college or university and at least two (2) years of full time experience in environmental health.

Prefer Master's degree in a field related to environmental health, public health or public administration, and supervisory experience.

PHYSICAL REQUIREMENTS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is frequently required to sit. The employee is required to stand; walk; use hands to finger, handle or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch or crawl; talk or hear; and taste or smell. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

Any qualified applicant with a disability and requiring reasonable assistance or accommodation to the application and/or interview process should notify the HR Department.

TO APPLY: Candidates must meet the minimum requirements of the position in order to be considered. Send resume and salary requirements to HR@grundyco.org with **"Director of Environmental Health"** in the subject line or mail to Grundy County Administration, Attn: HR 1320 Union Street, Morris, IL 60450. No phone calls please.

Grundy County is an Equal Opportunity Employer and will give consideration to all qualified applicants for employment without regard to race, color, religion, national origin, ancestry, age, sex, marital status, order of protection status, disability, marital status, sexual orientation, pregnancy, or unfavorable discharge from military service as those terms are defined in Section 1-103 of the Illinois Human Rights Act (775 ILCS 5/1-103).