



# THE COUNTY OF INYO

*INVITES APPLICATIONS FOR*

## **DIRECTOR, ENVIRONMENTAL HEALTH SERVICES**



***FINAL APPLICATION FILING DATE:***

***Open Until Filled***



### **THE POSITION**

The Director of Environmental Health Services is responsible to the Board of Supervisors for managing and directing all aspects of the Department of Environmental Health Services. The Department of Environmental Health Services' programs include food sanitation, community water supply systems, well construction, County-operated water testing laboratory, on-site wastewater disposal, hazardous waste management and integrated waste management regulations, and recreational health.

### **NATURE OF WORK**

Plans, directs, manages, and oversees the functions, operations, and programs of the Department; ensures the effective and reasonable enforcement of laws and regulations pertaining to environmental health and related programs; oversees and participates in the development and implementation of departmental goals, objectives, policies, and priorities; assesses and recommends solutions to complex problems affecting departmental operations and functions; selects, directs, supervises, trains, and evaluates staff; develops and administers assigned budgets, prepares budget requests, and controls expenditures; confers with local and State officials regarding environmental health issues; represents the Department to the public, community organizations, and other governmental agencies; makes decisions regarding enforcement of departmental programs; conducts public information activities; oversees the preparation of and prepares reports and presentations on assigned functions and activities; maintains contact with the press and community organizations; interprets program policy in handling situations involving the public; conducts compliance inspections and field work; establishes and maintains effective working relationships with others; other related

duties as required.

### **THE IDEAL CANDIDATE**

Important qualifications will include the ability to develop and maintain a close working relationship with the Board of Supervisors and other department heads; strong communication skills; and an ability to relate well to the public, management, and employees at all levels. In addition, the successful candidate must:

- ◇ Be professional and highly ethical;
- ◇ Be a leader and team player;
- ◇ Be result oriented and proactive;
- ◇ Be fiscally responsible;
- ◇ Have effective presentation skills;
- ◇ Be approachable;
- ◇ Be willing to take reasonable risks;
- ◇ Implement Board decisions promptly as if they were his/her own;
- ◇ Keep the Board fully and regularly informed;
- ◇ Be able to work effectively with the media;
- ◇ Be a "quick study" capable of becoming highly productive immediately;
- ◇ Be a team player and good listener;
- ◇ Provide excellent customer service.

### **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:**

Must possess a valid Class C operator's license issued by the State Department of Motor Vehicles; must successfully complete an extensive pre-employment background investigation and physical examination.

**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:**

\$96,000-\$120,000/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.
- ◇ Paid holidays—11 per year.



## **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](http://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”.

## **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