

# The County of Santa Clara

Invites applications for:

## ENVIRONMENTAL HEALTH PROGRAM MANAGER DEPARTMENT OF ENVIRONMENTAL HEALTH

*The mission of the Department of Environmental Health is to prevent, preserve and improve the environmental factors affecting our community's health and safety.*



### THE POSITION

The **Environmental Health Program Manager** plans, organizes and directs the administration of various specialized environmental health program activities within the Consumer Protection Division.

- Determines program objectives and participates with the Division Director in establishing program goals and priorities;
- Studies statutory requirements and modifies program components to ensure that they meet standards and legislative mandates established by Federal, State and local regulations;
- Analyzes the impact of legislative changes in area of specialty;
- Serves as the County's consultant in the area of specialty by attending and participating in task forces, commissions, and committees;
- Maintains liaison with Federal, State, and local offices;
- Supervises and evaluates Environmental Health personnel, establishing standards of performance and providing technical guidance and training;
- Interprets applicable regulations and proposes methods for compliance;
- Determines program funding needs and strategies for obtaining funding either within the budget process or by obtaining outside funding;
- Writes grant proposals and prepares contracts, implements, monitors and evaluates compliance with terms of contracts;
- Conducts special studies, investigations and inspections in assigned program area;
- Prepares reports and correspondence.

### THE IDEAL CANDIDATE

The ideal candidate should be a proven manager who will be progressive, energetic, responsive, and politically astute. He/She should be a confident leader who is flexible, a good problem solver, customer service oriented, a team player and possess the creative vision to advance the Consumer Protection Division programs and services. Additionally, he/she will thrive in a high pressure, fast paced, dynamic and changing environment with constantly shifting priorities. Interpersonal skills and the ability to easily relate and adjust to a variety of situations and personalities, and to communicate with various Agency and Department staff are a must. A well-qualified candidate will possess considerable education, training and experience that would demonstrate the ability to perform the tasks listed above.

*A Management Career Opportunity*



**County of Santa Clara**

70 West Hedding Street  
San Jose, CA 95110  
[www.sccgov.org](http://www.sccgov.org)



## COMPENSATION AND BENEFITS

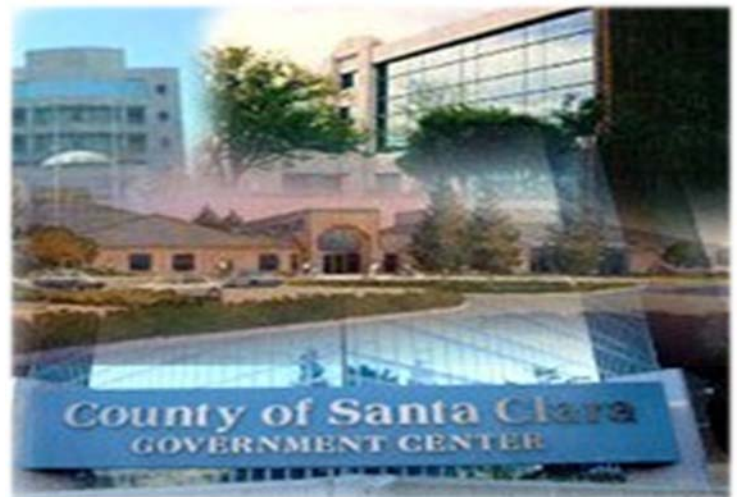
**\$4,352.40 - \$5,290.64 Bi-weekly**

- The County provides a generous CEMA Management benefit package.
- Benefit and Retirement information may vary from bargaining unit to bargaining unit. Due to changes in State Law, current pension provisions described in the union contracts are not automatically applied. Specific pension benefits for new hires that start on or after January 1, 2013 may be different than indicated in the union contracts. Go to the following website to access all Memoranda of Understanding and the most recent Summary of Changes:  
<https://www.sccgov.org/sites/esa/labor/Pages/mou-moa.aspx>
- Employer Paid Member Contribution (EPMC) to PERS reported as part of pension benefits.
- Health Insurance: Single Premium – Fully paid depending on plan; Family Premium – Share of cost depending on plan.
- Dental/Vision Insurance: Single and family premiums fully paid.
- \$50,000 Basic Group Life Insurance Plan coverage paid by the County.
- Annual Scheduled Time-Off (STO) earned on an hourly basis. Includes STO “Cash-Out” Program for limited to no use of Sick Leave.
- Annual Sick Leave bank accrual. Sick leave is accrued on an hourly basis and computed at the rate of 64 hours per year.
- 12 paid holidays per fiscal year.
- Administrative Leave.
- Tuition Reimbursement Program and Professional Development Program.

## COUNTY GOVERNMENT

Santa Clara County, sometimes referred to as “Silicon Valley,” is unique because of its combination of geographic attractiveness and social diversity. With its numerous natural amenities and one of the highest standards of living in the country, it is considered one of the best areas in the United States to live and work. The County’s population of 1.8 million is the largest in northern California. Santa Clara County is rich in ethnic and cultural diversity, including access to all of the attractions of the San Francisco Bay Area. There are 15 cities within the County’s boundaries: Campbell, Cupertino, Gilroy, Los Altos, Los Altos Hills, Los Gatos, Milpitas, Monte Sereno, Morgan Hill, Mountain View, Palo Alto, San Jose, Santa Clara, Saratoga, and Sunnyvale.

The elected five-member Board of Supervisors establishes policies to address issues that affect the day-to-day operation of County government and is responsible for an annual operating and capital improvement budget of more than \$4.2 billion. The Board adopts ordinances that affect the unincorporated communities and is responsible for the County budget. The County operates under a “charter” form of government, which provides the County with more responsibility and authority. Under the charter, the Board appoints a County Executive to administer County government.



## SUPPLEMENTAL QUESTIONNAIRE

Please make sure to answer the supplemental questions and submit your responses with a completed application and resume.

This information is **REQUIRED**, as it will be used to initially determine minimum qualifications. For those applicants meeting the employment standards, this information will be critical in the subsequent competitive assessment to identify those candidates to be invited to the oral examination.

**Resumes will not be accepted in lieu of required supplemental responses**

## FILING PERIOD AND APPLICATION PROCEDURE

**This recruitment is open now and will be closing on May 16, 2018. The filing period may be extended further or close as early as 10 days from issue date if necessary—check website for updated filing status.**

It is critical for applicants to submit an application, resume, and responses to the supplemental questionnaire. If you have any questions, please contact Marialena Morris at (408) 918-3444 or at [MarialenaBurton.Morris@cep.sccgov.org](mailto:MarialenaBurton.Morris@cep.sccgov.org)

**To apply online please go to: [www.sccjobs.org](http://www.sccjobs.org)**