Job Description

Job Title:	Assistant Director of Health	Classification:	Classified
Department:	Health	Grade:	350
Occupational Group:	Public Health	FLSA:	Exempt
Status:	Full-Time	Supervisory:	Yes

Primary Purpose

Under limited supervision; plans, coordinates, directs, and evaluates the environmental health and epidemiology services administered by the City. Serves as the Director of the Health Department when the Department Head is unavailable or absent. Assumes responsibility for special duties, projects, etc. as assigned by the Director. May be assigned direct supervision responsibility for other divisions in the Department.

Essential Job Functions

Management reserves the rights to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job. Regular and consistent attendance for the assigned work schedule is essential.

1. Assists in departmental planning, goal setting, visioning, organizing, and coordinating public health administrative services including fiscal, contractual, and general business operations.
2. Manages the programs and staff in the Environmental Health and Animal Control divisions. May be assigned responsibilities related to various programs or divisions based on needs of the Department. Evaluates division services and determines methods to increase the efficiency and effectiveness of programs.
3. Directs the provision of environmental health and epidemiological services including food service, lodging, daycare, pool sanitation and safety programs, community education programs relating to environmental health and epidemiology concerns, environmental complaints or pollution investigations, communicable disease occurrences and outbreaks, and vector control.
4. Researches and identifies new funding sources and resources for public health programs; assists in the preparation of funding applications for innovative approaches to population-based health outcomes improvement and primary prevention efforts.
5. Interprets local, State, and Federal policies and procedures for staff and the community members. Interprets, discusses, and explains services and programs needed in the community.
6. Serves as the Director of Public Health in the absence of the Director; performs all matters as assigned by and at the Director's discretion.
7. Represents the Department in meetings with media, citizen groups, organizations, and groups from the public and private sectors.
8. Develops, recommends, and implements operating policies and procedures relating to environmental health programs. Provides input related to policies and procedures for other health department programs and activities for Director's consideration.
9. Develops and monitors contracts/grants supporting the division and the division budget. Contributes to data management; collects data, conducts studies and analyzes data.
10. Delivers training, community education seminars, workshops, and related events regarding sanitation and environmental issues and concerns.
11. Trains health and sanitation-oriented staff; informs citizens of Joplin about current environmental issues and the variety of methods to minimize and/or eliminate the same.
12. Identifies conditions that are detrimental to the health and welfare of the citizens of Joplin.

13. Coaches and develops direct reports by providing regular feedback regarding employee performance. Provides timely and constructive feedback through the formal evaluation process.
14. Addresses employee performance concerns in compliance with established policies and procedures. Participates in the disciplinary process by providing critical input prior to the Department Director issuing a final recommendation for disciplinary action in compliance with the City's policies and procedures.
15. Participates in hiring and promotional processes by providing critical input to the Department Director and Human Resources regarding hiring and promotional opportunities. Cooperates and coordinates with the City Human Resources Department to comply with rules and regulations related to recruitment, hiring, and promotional processes.
16. Develops and manages the division's annual budget and serves as the subject matter expert for divisional budget requests included in the departmental budget. Reviews and recommends budget expenditures for non-personnel costs, to the Department Director to ensure spending is minimized and services are maximized throughout the fiscal year, in compliance with the City's purchasing policies and procedures, and are authorized in the budget.
17. Assists in preparation of departmental budget, grants and submissions to State and Federal agencies.
18. Maintains the confidentiality of files, records, reports as required by law, City policy, and procedures.

Other Duties

- Provides a higher level of oversight and direction for complex epidemiological investigations and responses.
- Inspects facilities where food products are stored, processed, sold, and/or served to identify violations and to ensure compliance regarding food handling. Prepares inspection and investigation records and reports.
- Discusses inspection results with owners and managers and explains procedures for compliance and the consequences of non-compliance; conducts follow-up visits to verify that violations are corrected.
- Inspects hotels, motels, day care facilities, and other establishments providing lodging to the public to ensure compliance concerning lodging; discusses inspection results with owner and managers and explains compliance issues as well as consequences of non-compliance.
- Attends and participates effectively at departmental staff meetings.
- Performs other duties as assigned.

Minimum Qualifications

Knowledge of: General management principles and practices including budgeting, policy/procedure development, and employee training and supervision; methods and techniques for conducting inspections of food handling and lodging facilities; etiology of a variety of food and vector borne diseases; principles and practices of environmental/pollution control; City, State, and Federal codes, ordinances, and regulations regarding public health sanitation and environmental/pollution control, including hazardous materials storage and disposal; basic chemistry, physics, and bacteriology; and principles and practices of public health sanitation and epidemiology; Microsoft Office Suite.

Skill in: Planning, organizing, and directing activities of a division of a department; evaluating the work of subordinate staff; identifying employee training needs and developing/coordinating programs and activities to improve performance; preparing a variety of statistical and narrative records and reports; developing and implementing a systematic program for inspection of a variety of businesses and facilities; establishing and maintaining effective working relationships with business owners/managers, other local, State, and Federal environmental/pollution control officials, and the public; Microsoft Office Suite.

Education: Graduation from an accredited college or university with a Bachelor's degree in Environmental Science, Biology, or related discipline. Master's degree in Public Health, Biology, Environmental Science, Public Administration, or closely related discipline is preferred and may be substituted for a year of public health experience.

Experience: Three years of full-time professional public health experience which includes supervisory and/or managerial experience.

Licenses and Certifications: Possess and maintain a valid state issued driver's license. Certification as Food Protection Manager is required. Missouri Pesticide Applicators license within one year of employment is required. Licensed Certified Pool Operator preferred.

Physical Demands Requirements and Working Conditions

This position works in both an office classification and in the field, though primarily in the office. Must possess mobility to work in and around City buildings and facilities, to operate a motor vehicle and drive on city streets; stamina and mobility to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and operate necessary tools and equipment. The fieldwork requires walking in areas to perform investigations, identify problems or hazards in kitchens, busy roadways, and outdoor pools. The position requires one to bend, stoop, kneel and reach when completing inspections and responding to on-site events. Must be able to lift, carry, push, and pull materials and objects weighing up to 20 pounds or heavier weights with the use of proper equipment. Fieldwork may require exposure to wet, slick, and hazardous surfaces, pesticides, exposure to loud noise, odors, and fumes.

Miscellaneous Requirements

Requires successful post-offer completion of a background investigation, physical exam, and drug test as a condition of employment with the City of Joplin.

Revision Date: 11/01/2021	Type of Change: Update position and job title
Revision details: City-wide job description revision and updates; job title change from Assistant Director of Health and Epidemiology Coordinator.	