

County of Saratoga, New York



SARATOGA COUNTY DEPARTMENT OF HUMAN RESOURCES

Scot Chamberlain, Director

40 McMaster Street, Ballston Spa NY 12020

www.saratogacountyny.gov

(518) 885-2225

Thank you for your interest in employment with one of the fastest growing, most unique and popular counties in Upstate New York. We are proud to be frequently recognized for a high standard of living and quality of life.

CAREER OPPORTUNITY

“DIRECTOR OF ENVIRONMENTAL HEALTH SERVICES”

Saratoga County Department of Health

SALARY: \$99,329 (Grade 19) * *Plus Excellent Benefits, Compensation Plan, and NYS Retirement******

Distinguishing Features of this opportunity are...

This is an administrative position in the Saratoga County Department of Public Health. As Director of Environmental Health Services in a municipal public health department, the work is of a professional, environmental health nature involving responsibilities of a high order in relation to planning, directing, and supervising the environmental health program. The work entails furnishing advice and guidance to local officials and the general public regarding environmental health problems and the measures necessary for improvements and compliance with legal requirements; in providing leadership in promotion of public health through application of environmental health practices; enforcement of the provisions of the Public Health Law and local and State Sanitary Codes in relation to environmental health matters. Work entails the administration and direction of the whole environmental health section or division. Work is performed under the general supervision of the Commissioner of Health with considerable leeway allowed for the exercise of independent judgment. Direct supervision may be exercised over environmental health staff. The incumbent does related work as required.

Typical work activities will include, but are not limited to...

- Directs the promotion of environmental health through the application of public health and environmental health principles and the enforcement of the provisions of the Public Health Law, New York State Sanitary Code and Saratoga County regulations in relation to environmental health;
- Plans, supervises, and participates in a variety of environmental health program activities, including all State mandated programs, to ensure compliance with applicable standards of public health and safety;
- Furnishes advice and guidance to local officials and the general public regarding public health and environmental health and implements measures necessary for improvement and compliance with legal requirements;
- Prepares and monitors division budget and approves payment of bills and vouchers;
- Prepares and reviews division reports, State Aid reimbursement reports, and reports to State agencies concerning environmental health programs;
- Formulates and directs programs for training of water plant operators, environmental health personnel, food handlers, restaurant proprietors, camp owners, and other classes of operating personnel;
- Guides investigations of environmental health factors related to disease outbreaks;
- Supervises personnel in the environmental unit and consults and advises activities relating to sanitary control of food;
- Represents the Department on matters and problems related to environmental health;
- Formulates public health and environmental health policies;
- Confers with appropriate officials relative to public health problems in the operation of sanitary landfills, public water supplies, wastewater disposal, air pollution and hazardous waste disposal;
- Reviews and approves plans for water supply, sewage disposal, realty subdivision, swimming pools and beaches, hotels, motels, and food service establishments;
- Cooperates and interacts with State and Federal agencies whose work or policies affect public health programs.

**Typical Work Activities are intended only as illustrations of possible types of work that might be appropriately assigned to an incumbent of this title. Work activities that do not appear above are not excluded as appropriate work assignments, as long as they can be reasonably understood to be within the logical limits of the job.*

Director of Environmental Health – P2

Desirable knowledge, skills and abilities are...

A Comprehensive knowledge of the principles, techniques, practices and administration of public health engineering and environmental health programs as related to air pollution, water supplies and purification, sewerage and sewage disposal, stream pollution, sanitary control of milk and other foods, sanitary control of restaurants and public eating places, smoke abatement, sanitary control of camps, hotels, lodging houses, boarding houses, swimming pools, bathing beaches, schools and other places, insect and rodent control, housing, public health nuisances and general sanitation. A thorough knowledge of provisions of Public Health Law and State Sanitary Code related to above subjects. Incumbent must also possess the ability to plan, develop, direct and administer public health engineering and environmental health programs and to project and integrate these into the departmental program. The ability to prepare and present complex technical reports and correspondence is required. Incumbent must possess the initiative and resourcefulness to solve difficult environmental health problems. Finally, the ability to effectively deal with public and other officials and exercise professional judgement is a regular requirement of this position.

Preferred Qualifications for this position are...

- A. Possession of a Bachelor's Degree in Sanitary, Environmental, Chemical, Civil or Public Health Engineering, or a related engineering field, and two (2) years of administrative supervisory experience as a supervising engineer or supervising sanitarian; **OR**
- B. Possession of a Bachelor's Degree with at least thirty (30) credit hours in the natural sciences*, of which not more than twelve (12) credit hours may be in the applied sciences**; and five (5) years of environmental health experience that included two (2) years of supervisory responsibilities that demonstrates the candidate has the technical and administrative skills necessary to manage programs that can anticipate, recognize, and respond to environmental health challenges.

NOTE: A master's degree in Public or Environmental Health or a related field that demonstrates the five core competencies of a public health education (Biostatistics, Environmental Health Services, Epidemiology, Health Policy and Management and Social and Behavior Sciences) may be substituted for up to two (2) years of the required environmental health experience.

(Degree must have been awarded by a college or university by a regional, national, or specialized agency recognized as an accrediting agency by the US Department of Education/US Secretary of Education. If your degree was awarded by an educational institution outside the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the internet at <http://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.)

* The term natural science shall mean a science such as biology, chemistry, or physics that deals with the objects, phenomena, or laws of nature and the physical world. It shall include all physical and biological sciences.

** The term applied science shall mean science-based courses in environmental technology, sanitation technology, medical technology, public health, infection control, or food science.

***The term environmental health director shall mean a person who administers and manages the Environmental Health Programs of a county, or a city having a population of 50,000 or more.

SPECIAL REQUIREMENTS: Possession of a valid New York State driver's license appropriate to the vehicles operated or otherwise demonstrate their ability to meet the transportation needs of the job.

The minimum qualifications for Public Health positions are mandated under New York State Health Code, Rules and Regulations (NYCRR) Title 10, Part 11.

Participation in Public Health emergency preparedness drills and responses may be required. Select immunizations may be required at time of appointment or at any time throughout the course of employment according to New York State Department of Health or other oversight agency requirements.

**Degree must have been awarded by a college or university by a regional, national, or specialized agency recognized as an accrediting agency by the US Department of Education/US Secretary of Education. If your degree was awarded by an educational institution outside the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the internet at <http://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.*

Qualified candidates may submit their application, resume and transcripts as follows:

DirEnviro@Saratogacountyny.gov

ATTN: Personnel Officer – Civil Service Division

Applications will also be accepted in person and by mail at: Saratoga County Human Resources Department
40 McMaster Street
Ballston Spa, New York 12020

Applications will continue to be accepted until this position is filled.

Applications are available in the Human Resources Office or on our website, www.saratogacountyny.gov. **Resume MAY NOT be substituted for Application.** As a municipality, *an application is required.*

No Fax Submissions

If you require reasonable accommodation in completing this application, interviewing, completing any pre-employment testing, or otherwise participating in the employee selection process, please direct your inquires to Carla Groves at cgroves@saratogacountyny.gov.

Saratoga County is an equal opportunity employer. We are committed to fostering an inclusive environment where diversity is valued and recognized as a source of strength and enrichment. We seek to attract talented people from a diverse range of backgrounds and cultures, and encourage women, people of color, LGBTQ individuals, those with disabilities, members of ethnic minorities, foreign-born residents, and veterans to apply.