



**KENDALL COUNTY**  
HEALTH DEPARTMENT  
**EMPLOYMENT OPPORTUNITY**  
**ASSISTANT DIRECTOR**

**ENVIRONMENTAL HEALTH FULL-TIME EXEMPT**

**EDUCATION/EXPERIENCE/LICENSURE:**

- ▶ Bachelor's Degree required related to physical and/or biological sciences & two (2) years of related experience. Master's Degree in Public Health or related field preferred and a minimum of three (3) years or related experience.
- ▶ Illinois Licensed Environmental Health Practitioner (LEHP) required.
- ▶ Valid Illinois Driver's License.

**SKILLS/KNOWLEDGE/ABILITIES (MAY INCLUDE):**

- ▶ Requires knowledge of principles & practices of environmental health programs intended to address environmental health issues, including, but not limited to food sanitation, potable water supply, private sewage disposal, public health nuisances, tanning & body art, animal & insect vector control, indoor radon & solid waste management.
- ▶ Requires the ability to display a positive, cooperative, professional, & team orientated attitude & the ability to establish & maintain working relationships with supervisor, co-workers, county, state & other officials & the general public.
- ▶ Requires the ability to explain existing laws, rules & regulations & to exercise good judgement in applying departmental policies to daily work problems. Requires ability to exercise discretion & judgement to perform technical inspections & make corrective recommendations following such inspections.
- ▶ Requires the ability to travel throughout Kendall County & other locations in Illinois as needed to perform assigned job duties, which includes maintaining current auto insurance & reliable transportation.
- ▶ Requires proficiency to work in a Windows environment (i.e. social media, Microsoft Office, Outlook, Excel, etc.) & the ability to learn & work with a variety of software programs, including, but not limited to new computer-based, data management programs, as they emerge & become available.
- ▶ Ability to pass background check.

**ESSENTIAL DUTIES & RESPONSIBILITIES (MAY INCLUDE):**

- ▶ Provide direct services all environmental health programs, which include, but are not limited to food sanitation, potable water supply, private sewage disposal, public health nuisances, tanning & body art, mosquito borne disease, indoor radon, solid waste management, emergency response & other special programs & projects. ***Strong emphasis in well, septic & non-community well programs and be familiar with ARC GIS or be willing to become familiar with program.***
- ▶ Performs work requiring advanced knowledge, which is predominately intellectual in character, in areas of physical & earth science, including, but not limited to microbiology, chemistry, epidemiology & geology, with particular expertise in soil permeability & soil character.
- ▶ Applies working scientific knowledge & experience to exercise discretion & judgement when conducting inspections, assessing potential code violations & educating individuals as to the environmental issues & potential, available solutions.
- ▶ Exercises discretion & judgement in evaluating environmental health program outcomes & provides recommendations regarding the same, which recommendations are given significant weight by the Unit Director.
- ▶ Exercise discretion & judgement to develop & provide orientation & in-service education & training for the Environmental Health Services Unit staff, as directed by Environmental Health Services Director.
- ▶ Maintains a current and working knowledge of & complies with all applicable Federal, State & local laws, ordinances, rules & regulations related to environmental health programs, the department & local governments.
- ▶ Assists in formulating, establishing & executing procedures pertaining to the processes of the Environmental Health Services & makes recommendations regarding the same, which recommendations are given significant weight by the Unit Director.
- ▶ The candidate must reflect experience/interest in the culturally diverse population that the health department serves.

**PHYSICAL DEMANDS:** While performing the duties of this job, must be able to do the following: Sit at a desk or in a vehicle for extended periods of time; occasionally stand, bend & reach above the employee's head occasionally lift and/or move up to fifty (50) pounds, including bulky and/or heavy inspection equipment; use hands to finger, handle, or feel; reach, push, & pull with hands & arms; stoop, kneel, or crouch; specific vision abilities required for this job include close vision, depth perception, & distance vision; occasional walk to other offices, county buildings, & off-site at inspection location, including over difficult, unfinished or uneven terrain.

**SEND RESUME & COVER LETTER TO:** Becki Rudolph, Executive Assistant  
Kendall County Health Department  
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Yorkville, IL 60560  
Fax 630/553-9506  
E-mail [brudolph@co.kendall.il.us](mailto:brudolph@co.kendall.il.us)