



Macon County Health Department

Job Opening

- Job Title:** Assistant Director of Environmental Health and Emergency Preparedness
- Division:** Environmental Health and Emergency Preparedness
- Minimum Qualifications:** Minimum of bachelor's degree with a minimum of 30 semester hours or 45 quarter hours in the physical and/or biological sciences and two (2) years full time experience in environmental health. Supervisory experience preferred. Licensed Environmental Health Practitioner (LEHP) preferred. If not a current LEHP, must obtain within two (2) years of employment. Must submit a copy of license and proof of 20 Continuing Education Units (CEUs) every license period.
- Must have the ability to independently facilitate work output and interpret agency policies to staff, as well as professionally direct and coordinate the activities of assigned staff. Must have organizational and communication skills and the ability to handle stress and prioritize tasks. Must be able to establish and maintain effective working relationships with the general public, customers, community leaders, members of professional organizations, and government officials. Must have a dependable vehicle for use during work hours, valid Illinois Driver's License, and appropriate auto insurance. Must be physically able to get in and out of a car many times per day in all types of weather conditions and be able to adapt in a positive manner to conditions (i.e. sewer, septic). Must be able to carry, pull, and manage a minimum of 30 pounds of equipment daily.
- Summary of Job Duties:** Plans, organizes, develops, directs, and evaluates Environmental Health and Emergency Preparedness programs. Assists with supervision and direction of the environmental health and emergency preparedness staff and daily operations relative to existing policies and procedures. Maintains quality control measures of staff and programs. Maintains appropriate local policy and procedure manuals for the Environmental Health and Emergency Preparedness Division with regard to local, state, and federal rules/regulations. Assists with preparation of ordinances, rules, and regulations for consideration by appropriate authorities. Conducts annual reviews of said documents to assure validity and applicability. Assists the Director with planning, developing, and administering Division program budget. Ensures enforcement of all environmental health ordinances, rules, and regulations in public and private sector within the County. Conducts field inspections when needed. Assists with establishment of policies for operation of environmental health and emergency preparedness programs and activities. Maintains liaison with state and federal environmental control agencies and participates in local and regional planning operations. Fully responsible to maintain a working knowledge and activity level in all legislative activities that affect environmental health in Macon County. Actively participates in the programs and activities of professional organizations related to environmental control and emergency preparedness. Serves as spokesperson on environmental health and emergency preparedness matters at public meetings and in the media. Adapts existing environmental health and emergency preparedness programs to changing community needs; recommends initiation of new programs or termination of programs. Participates in healthy community activities and groups. Assists with coordination of training and continuing education of Environmental Health and Emergency Preparedness Division staff. Assists in performing all Environmental Health and Emergency Preparedness Division staff evaluations and

disciplinary measures as needed. Acts as the Director in the absence of the Director for Environmental Health and Emergency Preparedness functions.

How to Apply:

Applications can be picked up at the Macon County Health Department Front Desk at 1221 E. Condit, Decatur, Illinois, or you can go to our website, www.maconcountyhealth.org to print a copy of the application. Completed applications should be submitted to Macon County Health Department Attention: HR at 1221 E. Condit, Decatur, Illinois, 62521 or emailed to hr@maconcountyhealth.org.

The Macon County Health Department is an Equal Opportunity Employer and Drug Free Workplace.