

VENTURA COUNTY, RESOURCE MANAGEMENT AGENCY (RECRUITMENT BY CEO-HR) INVITES APPLICATIONS FOR:



**Environmental Health Director
1063RMA-19AA (KCR)**

An Equal Opportunity Employer

SALARY RANGE (approximate)

\$50.28 - \$79.78 Hour

\$8,714.72 - \$13,827.74 Monthly

\$104,576.61 - \$165,932.87 Annually

POSITION INFORMATION

**COUNTY OF VENTURA—Resource Management Agency
INVITES APPLICATIONS FOR**



**Environmental Health Director
ANNUAL BASE SALARY UP TO \$165,932 ANNUALLY**

(Click on the image to view the job brochure)

WHAT WE OFFER

The County of Ventura offers an attractive compensation and benefits package. Aside from our salary of approximately \$104,576 to \$165,932 an employee within this position will also be eligible for the following:

- **Educational Incentive** - An educational incentive of 2.5% for completion of an associate's degree, 3.5% for completion of a bachelor's degree, OR 5% for completion of a graduate's degree.
- **Executive Administrative Leave** - The candidate selected for this position will earn 248 hours per year, increasing to 288 hours after 5 years of service, to 328 hours after 10 years of service, and to 368 hours after 15 years of service or other public service.
- **Annual Leave Redemption** - The ability to "cash in" or redeem up to 100 hours of Annual Leave per year after using 80 hours.
- **Deferred Compensation** - Eligible to participate in the County's 401(k) Shared Savings Plan and/or the Section 457 Plan. This position is eligible for up to a 3% match on your 401(k) contributions.
- **Health Plans** - You are afforded a flexible credit allowance of up to \$11,622 annually for purchasing medical, dental, and/or vision insurance from a group of authorized plans.
- **Flexible Spending Accounts** - Employees may also participate in the Flexible Spending Accounts which increase their spending power by reimbursing them with pre-tax dollars for IRS approved dependent care and health care expenses.
- **Pension Plan** - Both the County and you contribute to the County's Retirement Plan and to Social Security. If you are eligible, you may establish reciprocity with other public retirement systems such as PERS.
- **Holidays** - 10 paid days per year which includes a scheduled floating holiday.

OUR COUNTY AND COMMUNITY

Ventura County is located on California's "Gold Coast," approximately 35 miles northwest of Los Angeles and 20 miles southeast of Santa Barbara. Residents enjoy rolling hills and sweeping ocean views in a nearly perfect Mediterranean climate with an average annual temperature of 74.2 degrees. The beauty and weather combined with a wonderful quality of life are among the many reasons our residents choose to call Ventura County "home."

Ventura County is a "general law" county, governed by a five-member, elected-by-district Board of Supervisors. The Supervisors appoint a County Executive Officer (CEO) to oversee the County budget, day-to-day operations, as well as to advise, assist and act as an agent for the Board of Supervisors in all matters under the Board's jurisdiction.

County operations have an operating budget of approximately \$2.3 billion with a staffing allocation of 8,900. The County has excellent financial standing with its AAA rating, the highest possible long-term bond rating, from Moody's and Standard & Poor's. The County excels in its financial and business operations which are based in continuous process improvement and was just ranked as the third best large County in the United States for its use of technology to improve services and boost efficiencies for the public.

THE AGENCY

The primary goal of the Resource Management Agency is to protect the health, safety and welfare of the general public through administration and enforcement of County ordinances, Board policy, and state and federal laws regarding land use, and commercial and environmental regulation.

The Agency includes five (5) divisions including the Environmental Health Division (EHD). The mission of the EHD is to protect public health and the environment, as well as provide timely advice and information to the public, businesses, and other governmental agencies.

THE POSITION

Under general administrative direction of the Director-Resource Management Agency, the Environmental Health Director manages the EHD including approximately eighty (80) professional, technical and clerical staff within five (5) sections which include Community Services, Technical Services, Hazardous Materials, East County Office, and Administrative/Information Technology.

The successful candidate will be an experienced and highly motivated part of the Resource Management Agency's executive leadership team. He or she will have a mix of technical knowledge and professional judgment and discretion that comes from years of experience in various programs within the environmental health field. This individual will also be self-motivated, adaptable, organized and efficient with outstanding interpersonal, written and verbal communication skills, and problem-solving abilities.

The successful candidate will be dedicated to customer service and demonstrate leadership skills managing a division with a commitment to innovation, sustainability and diversity. They will have a reputation for managing change; and establishing and maintaining productive working relationships with individuals both internal and external to the Division. Additionally, they will possess a proven understanding of budgets, revenue sources, and cost control while effectively and efficiently utilizing public resources.

The ideal candidate will possess experience developing public outreach documents and press releases and giving media interviews as well as experience working with State agencies, such as the State Water Resources Control Board, Los Angeles Regional Water Quality Control Board, California Department of Public Health, and CUPA Forum Board, MVCAC. Also desired is experience with state wide legislative analysis and criminal or civil litigation specific to environmental health division programs. Two (2) years' experience working with Accela Automation or Envision Connect and training and/or experience with Lean Six Sigma or similar process improvement programs and efforts are preferred.

PAYROLL TITLE

Deputy Director I RMA
Deputy Director II RMA

APPROXIMATE SALARIES

Deputy Director I RMA - \$104,576.61 - \$146,421.60 Annually
Deputy Director II RMA - \$118,511.87 - \$165,932.87 Annually

These are at-will classifications exempt from the provisions of the Civil Service Ordinance.

Examples Of Duties:

Duties may include but are not limited to the following:

- Plans, organizes and directs the day-to-day operations and all programs of the Environmental Health Division including the main office location at the Ventura County Government Center and the East County Office in Simi Valley;
- Selects, trains, supervises and evaluates district managers and professional, technical and clerical staff within the Community Services, Technical Services, Hazardous Materials, East County Office, and Administrative/Information Technology sections;
- Ensures compliance with all applicable laws, regulations and ordinances for all program areas within the Environmental Health Division including consumer food protection, food borne illness investigations, hazardous materials, hazardous waste, emergency response, individual sewage disposal systems, land use, medical waste handling and disposal, body art, ocean water quality monitoring, recreational health, solid waste handling, disposal, treatment, underground fuel storage tanks, mosquito abatement and mosquito transmitted disease surveillance, vector control and backflow prevention;
- Develops and establishes policies, procedures and practices to clarify enforcement of the state health and safety codes, regulations, local ordinances, adopted codes including interpreting complex code provisions consistent with the purpose and intent of such codes;

- Maintains professional working relationships with regulated businesses and facilities, architects, engineers, building contractors, and members of the public while effectively evaluating complex problems and providing solutions for resolving issues;
- Coordinates activities with other County agencies/departments, federal, state, regional and local agencies including representing the Agency and the Director in various forums;
- Leads the Environmental Health Division disaster and emergency response including participation in countywide/regional task force, presentations and outreach to communities via media interviews and press releases, coordination of emergency ordinances/declarations, and coordination of state and local resources as necessary for hazardous waste and debris removal, and consumer food protection food borne illness outbreaks;
- Directs and manages the preparation of Board letters, amendments to the various program ordinances within the CUPA, Community Services, Technical Services, and IT – Administrative sections;
- Assists in the development and implementation of division budgets, fee schedule updates, and agency policies and procedures as part of the Agency's executive management team and may act as Agency Director in that person's absence;
- Prepares reports/recommendations and makes formal presentations to the Board of Supervisors, advisory boards, general public, etc.
- Performs other related administrative duties as required.

TYPICAL QUALIFICATIONS

EDUCATION, TRAINING, and EXPERIENCE

Progressively responsible management experience within the environmental health field.

The required knowledge and abilities also can be obtained by nine (9) or more years of progressively responsible experience in the environmental health division programs

INCLUDING

Level I: Three (3) years or more years of supervisory and management experience.

Level II: Five (5) years or more of supervisory and management experience.

NECESSARY SPECIAL REQUIREMENTS

California Driver's License

Current registration card as a Registered Environmental Health Specialist issued by the California Department of Public Health must be submitted with your resume packet.

Considerable to extensive experience:

- Within administrative services including human resources, budget preparation and program development.
- Managing programs related to Environmental Health including two (2) or more of the following:
 - Onsite waste water disposal systems (OWTS)
 - Land use development including ministerial and discretionary permits
 - Recreational health
 - Solid waste
 - Consumer food protection
 - Mosquito abatement including vector control and program funding
 - Certification Unified Program Agency (CUPA) including APSA, UGT, business plan, and hazardous waste

DESIRED

Bachelor's Degree in Environmental and Occupational Health, Environmental Science, Public Administration, Business, Management or a related environmental science field.

Two (2) years' experience working with Accela Automation or Envision Connect.

Experience:

- Developing public outreach documents including press releases;
- Giving media interviews;
- Working with State agencies, such as the State Water Resources Control Board, Los Angeles Regional Water Quality Control Board, California Department of Public Health, CUPA Forum Board, MVCAC;
- Performing state wide legislative analysis;
- Participating in criminal and/or civil litigation specific to environmental health division programs.
- Engaging in and receiving training related to Lean Six Sigma or similar process improvement programs and efforts.

Knowledge, Skills, and Abilities

Comprehensive knowledge of: modern principles of organization, public administration and management within a governmental environment including human resources, budget preparation and program development; federal, state health and safety codes, regulations, local ordinances, and adopted codes.

Considerable knowledge of environmental health programs, such as onsite waste water disposal systems (OWTS), land use development and related permits, consumer food protection, recreational health, solid waste (local enforcement agency program), mosquito abatement, Certified Unified Program Agency programs.

Some knowledge of: criminal and/or civil litigation specific to environmental health programs; process improvement methodologies, such as Lean Six Sigma.

Skilled in: public outreach including giving media interviews and press releases; legislative analysis; use of Accela Automation or Envision Connect.

Ability to: manage multiple complex programs; supervise, direct, coordinate and implement major projects and programs; collect, analyze and interpret data; set objectives; prepare technical reports and make recommendations; supervise, train and evaluate the work of management, professional and technical subordinate staff; establish and maintain effective relationships with others; communicate effectively orally and in writing; deal effectively with various levels of government and public individuals and groups.

RECRUITMENT PROCESS

To APPLY for this exceptional career opportunity, please send a **resume, Registered Environmental Health Specialist registration card issued by the California Department of Public Health and a cover letter which demonstrates your work experience related to the following:**

Experience:

- Within administrative services including human resources, budget preparation and program development.
- Managing programs related to Environmental Health including two (2) or more of the following:
 - Onsite waste water disposal systems (OWTS)
 - Land use development including ministerial and discretionary permits
 - Recreational health
 - Solid waste

- Consumer food protection
- Mosquito abatement including vector control and program funding
- Certification Unified Program Agency (CUPA) including APSA, UGT, business plan, and hazardous waste
- Developing public outreach documents including press releases;
- Giving media interviews;
- Working with State agencies, such as the State Water Resources Control Board, Los Angeles Regional Water Quality Control Board, California Department of Public Health, CUPA Forum Board, MVCAC;
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- Participating in criminal and/or civil litigation specific to environmental health division programs.
- Engaging in and receiving training related to Lean Six Sigma or similar process improvement programs and efforts.

Submit in one of the following ways:

- E-mail to: Katie.reynolds@ventura.org;
- Mail to:

Katie Reynolds, Personnel Analyst
County of Ventura, Human Resources
800 South Victoria Avenue, L-1970
Ventura, CA 93009; OR

- Submit an on-line application and attachments (resume and cover letter) at www.ventura.org/jobs.

RESUME EVALUATION

All resumes will be reviewed weekly beginning February 25, 2019, to determine if the stated requirements are met. All relevant work experience, training and education need to be included to determine eligibility.

INTERVIEW PROCESS

Following a structured evaluation of the resumes, the most qualified candidates will be invited to a panel interview. The top candidates, as determined by the panel, will then be invited to a second interview with the RMA Director and RMA executive management. The interviews may be consolidated into one process or expanded into multiple interviews contingent upon the size and quantity of the candidate pool.

BACKGROUND INVESTIGATION

The selected candidate may be subjected to a thorough background investigation which may include inquiry into past employment, education, criminal background information, and driving record. In addition, the successful candidate may be subjected to Live Scan fingerprinting.

For further information about this recruitment, please contact Katie Reynolds by e-mail at katie.reynolds@ventura.org or by telephone at (805) 654-2563.