

RESOLUTION NO. 13-7913

**RESOLUTION TO ADOPT THE JOB DESCRIPTION OF PLUMAS COUNTY
EMERGENCY MANAGEMENT AND ENVIRONMENTAL HEALTH
DIRECTOR**

WHEREAS, Plumas County Personnel Rule 5.01 provides amendments to be made by resolution of the classification plan covering all positions in the County service; and
WHEREAS, on May 14, 2013, Mr. Gerald Sipe brought before the Board a recommendation to reorganize the Office of Emergency Services and the Environmental Health Division of the Public Health Department; and
WHEREAS, the Board approved in concept the reorganization; and
WHEREAS, this reorganization would combine the classifications of Office of Emergency Services Director and the Division Director of Environmental Health; and
WHEREAS, a new classification has been created entitled Emergency Management and Environmental Health Director with the salary classification placed at 3114.

NOW, THEREFORE BE IT RESOLVED by the Plumas County Board of Supervisors as follows:

The County's classification plan is hereby amended to reflect the addition of job classification title Emergency Management and Environmental Health Director at the salary classification of 3114.

The foregoing Resolution is duly passed and adopted by the Board of Supervisors of the County of Plumas, State of California, at a regular meeting of said Board held on the 8th day of October, 2013, by the following vote:

AYES: Supervisors THRALL, GOSS, SIMPSON, KENNEDY, SWOFFORD
NOES: Supervisors NONE
ABSENT: Supervisors NONE



Chairperson, Board of Supervisors

ATTEST:



Clerk of the Board

EMERGENCY MANAGEMENT AND ENVIRONMENTAL HEALTH DIRECTOR

DEFINITION

Under general direction, plan, organize, administer and supervise County Emergency Services and Environmental Health Department and activities. Responsible to coordinate the full range of pre-emergency planning, emergency response, and post-emergency management functions; also responsible to assign, coordinate, schedule and perform Environmental Health investigations, inspections and enforcement activities. Represents the County on various issues and policies impacting emergency management and environmental health services; serves as a liaison with local fire districts; provides administrative support for the Board of Supervisors and/or the County Administrative Officer; and performs related work as required.

DISTINGUISHING CHARACTERISTICS

This is a single-position class responsible for the day-to-day operations of the County's Emergency Management and Environmental Health functions and programs. The position's primary emphasis is on program development and implementation, staff supervision, budget preparation and administration, and program administration for the assigned areas.

REPORTS TO

Board of Supervisors.

CLASSIFICATIONS DIRECTLY SUPERVISED

Administrative Assistant I/II, Department Fiscal Officer I/II, Environmental Health Technician I/II, Environmental Health Specialist I/II/III, Hazardous Materials Specialist I/II/III.

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EXAMPLES OF DUTIES

- Develops, recommends, and administers Department goals, objectives, policies and budgets.
- Controls fiscal expenditures and revenues.
- Hires, supervises, evaluates, and insures proper training of Department staff in accordance with County Personnel Rules and state and federal guidelines.
- Develops, directs and coordinates emergency preparedness programs and trainings for county staff, allied agencies and the public.
- Develops, updates and maintains the County's Emergency Operations Plans and Hazard Mitigation Plan in accordance with federal and state guidelines.
- Performs emergency response activities, according to appropriate guidelines.
- Provides technical assistance to County Fire Districts.
- Provide technical expertise on assigned functions to the public, community organizations, other County staff, and a variety of government agencies.
- Enforces Environmental Health laws and regulations.
- Prepares and administers grants.
- Reviews and/or prepares a variety of staff reports for the Board of Supervisors and other agencies.
- Develops ordinances and resolutions for adoption.
- Reviews and comments on proposed state laws or regulations.
- May serve as an expert witness in Court actions.
- Keeps current on changes in Emergency Management and Environmental Health laws and regulations.

TYPICAL PHYSICAL REQUIREMENTS

Sit for extended periods; frequently stand and walk; crawl through various areas on hands and knees; stand, walk, or crouch on narrow and slippery surfaces; climb ladders, stairs, and scaffolding; normal manual dexterity and eye-hand coordination; lift and move object weighing up to 25 pounds; corrected hearing and vision to normal range; verbal communication; use of office equipment including computers, telephones, calculators, copiers, and FAX.

TYPICAL WORKING CONDITIONS

Work is usually performed in an office environment; some work is performed in varying temperature and humidity; exposure to high levels of noise; some exposure to dust; continuous contact with staff and the public.

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DESIRABLE QUALIFICATIONS

Knowledge of:

- Methods, techniques, and practices of federal, state, and local emergency services and environmental health.
- Laws, codes, rules, regulations, and ordinances governing emergency services, environmental health, sanitation, and hazardous wastes.
- Purposes, requirements, programs and practices of state and federal agencies overseeing emergency service and environmental health activities.
- Principles of project planning, program development, monitoring, and evaluation.
- Budget development and expenditure control.
- Principles of public administration, supervision, training, and employee evaluation.
- Chemical, biological, physical, and environmental sciences
- Computerized database and information systems.

Ability to:

- Plan, organize, coordinate, implement, and administer County emergency services and environmental health programs.
- Develop, implement, oversee, and carry out a variety of local services and programs.
- Analyze and interpret laws and regulations related to assigned areas of responsibility.
- Gather, organize, analyze, and present a variety of data and information.
- Prepare, clear, concise and accurate records and reports.
- Communicate clearly and concisely, both orally and in writing.
- Communicate with others from diverse socio-economic and cultural backgrounds.
- Develop community resources and programs.
- Effectively represent assigned programs and services in contacts with the public, community organizations, other County staff, and other government agencies.
- Establish and maintain cooperative working relationships.

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Training and Experience:

Five (5) years of responsible experience in Environmental Health investigation, inspection, and enforcement work, preferably including at least one (1) year in an administrative or supervisory capacity, **or**;

Five (5) years of responsible work experience in government or business program development, implementation, and administration, preferably including at least one (1) year experience in emergency and disaster services, **and**;

Equivalent to graduation from a four (4) year college or university with a major in biology, chemistry, physics, environmental science, or a closely related field.

Special Requirements:

Possession of valid Environmental Health registration issued by the State Department of Public Health.

Possession of a valid California Driver's License issued by the California Department of Motor Vehicles.

All County of Plumas employees are designated Disaster Service Workers through state law (California Government Code Section 3100-3109). Employment with Plumas County requires the affirmation of a loyalty oath to this effect. Employees are required to complete all Disaster Service Work related training as assigned, and to return to work as ordered in the event of an emergency.