



Position Title:	Director of Environmental Health		Position #:	6111/6573
Agency Unit:	Division of Environmental Health	Reports to:	Health Commissioner	
Employment Status:	Full Time	Pay Grade:	\$25.00 - \$40.00 per hour	FLSA Status: Exempt

Position Summary: The Director of Environmental Health is responsible for the leadership, strategic direction, and operational management of all environmental health programs. This role ensures alignment with the Public Health Accreditation Board (PHAB) Standards and Measures, integrating the 10 Essential Public Health Services (EPHS) into all division functions. The Director leads environmental health initiatives, oversees grant-funded projects, coordinates community health programming, and fosters partnerships that advance equity, innovation, and community trust.

Key Responsibilities:

PHAB & Essential Services Integration

- Oversee assessment, planning, implementation, and evaluation of environmental health programs to ensure compliance with PHAB accreditation standards.
- Lead data collection, surveillance, and analysis to identify environmental health needs, emerging threats, and disparities.
- Develop and implement policies, programs, and regulations that protect environmental and community health, in collaboration with stakeholders.

Program Oversight & Administration

- Direct activities across food safety, water quality, vector-borne diseases, housing, solid waste, air quality, and other environmental health areas.
- Ensure compliance with applicable federal, state, and local laws, rules, and regulations.
- Develop, manage, and monitor budgets, grants, and resource allocations.
- Lead quality improvement (QI) and performance management initiatives.

Community Engagement & Communication

- Serve as a trusted public representative on environmental health matters, maintaining transparency and accessibility.
- Engage communities, partners, and policymakers through clear, respectful, and culturally sensitive communication.
- Coordinate environmental & public health emergency preparedness, response, and recovery activities.

Grant Management

- Identify funding opportunities, write competitive grant proposals, and manage awarded grants.
- Ensure compliance with grant requirements, including reporting, budgeting, and performance metrics.
- Build collaborative partnerships to maximize funding impact.

Community Health Programming

- Plan and implement community-based programs that address environmental and public health concerns.

- Integrate environmental health priorities into broader community health improvement plans (CHIPs).
- Evaluate program outcomes and adjust strategies based on evidence and community feedback.

Leadership & Workforce Development

- Recruit, supervise, and mentor environmental health staff.
- Foster a professional environment that promotes teamwork, continuous learning, and accountability.
- Model core public health values and uphold the ethical principles of public service.

Minimum Qualifications:

Must meet the eligibility and licensure requirements as a Registered Environmental Health Specialist in accordance with Ohio Administrative Code 4736 with at least three (3) years' experience in a leadership role. Must hold a valid Ohio Driver's License, have use of a reliable, safe vehicle for work use and maintain current automotive insurance coverage. Must demonstrate experience in PHAB accreditation processes, quality improvement, and performance management. ICS/NIMS training and emergency response experience preferred. Demonstration of success in grant writing, grant management, and community health programming preferred.

Core Attributes:

The Director must consistently demonstrate:

- **Integrity** – Acts with honesty, fairness, and transparency.
- **Political Neutrality** – Maintains impartiality in decision-making and communication.
- **Commitment to Public Service** – Prioritizes the health and well-being of the community.
- **Strong Communication Skills** – Conveys information clearly, accurately, and with cultural awareness to diverse audiences.
- **Critical Thinking Skills** – Applies analytical and evidence-based approaches to problem-solving.
- **Strong Leadership** – Inspires, guides, and supports staff toward achieving organizational goals.
- **Empathy & Cultural Sensitivity** – Values diversity, equity, and inclusion in all interactions.
- **Resilience** – Maintains effectiveness during high-pressure situations and challenges.
- **Reliability** – Meets commitments and upholds professional standards consistently.
- **Innovative Thinking** – Seeks creative solutions to complex environmental health issues.
- **Poise & Composure** – Represents the agency with professionalism and calm in public-facing engagements.

Work Environment & Expectations:

- General office setting in health department facilities, as well as community sites including clients' homes and workplaces with occasional evening and weekend duties.
- Work performed in the community is sometimes subject to conditions that range from inclement weather to dangerous conditions such as snow/ice, cold, heat, noise, wetness/humidity, sudden temperature changes, and poor illumination at the job site or due to travel on the job. Travel to and from field locations may subject worker to increased risk of driving hazards. Community locations may subject worker to communicable diseases, insects and other disease vectors, toxins, hazardous materials, chemicals and animals.
- Public engagement, media interactions, and participation in community meetings required. In all settings, employees in this classification may occasionally need to relate to members of the public who exhibit challenging, atypical or hostile behaviors and/or communication.

- Due to the need for all Health Department personnel to respond to public health emergencies, the employee must be assessed for his/her ability to meet the physical demands of performing the following activities:
 - Must be able to be fitted and wear NIOSH 95 mask.
 - Engage in the following movements: Climbing, balancing, stooping, kneeling, crouching, reaching, standing, walking, lifting, fingering, grasping, feeling and writing and repetitive motions.
 - Exert up to 30 pounds of force occasionally, and/or a negligible amount of force constantly to move objects.
 - Hearing ability sufficient enough to communicate with others effectively in person and over the phone.
 - Visual ability must be sufficient enough to read typewritten documents, computer screen and drive a car.

Physical Demands:

- The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of the position. While performing the duties of this position it is regularly required to sit and write, to operate a computer and printer, fax machine, photocopier, calculator and use telephone communication devices. The employee must be able to sit and drive a car to transport him/herself to meetings or other offices. Must be able to walk around the office, up and down stairs, and be able to do light lifting.

Confidentiality:

- CCPH employees may have access to or be required, as part of the duties of this job, to view, use, and/or be aware of certain protected health information or other facts about individuals that are of a highly personal and confidential nature. Employees must follow and adhere to all HIPAA and CCPH confidentiality and privacy policies and practices. Employees may also be required to follow additional confidentiality policies or practices required by certain programs or business units.

Safety:

- CCPH promotes a safe work environment. Employees must follow all safety policies and procedures to ensure an accident-free workplace.

Mental Demands:

- Must be able to assume a wide range of responsibilities, to work with staff who vary in their work styles, and to work under pressure. Willingness to work irregular/extra hours, evenings, weekends, and travel in or out of state as necessary. Provide timely response to requests and deadlines. Receive, process, and provide visual, verbal, and written information.

Job Performance Evaluation:

- The employee will be evaluated at least annually, but more often if performance warrants it.

The above statements are intended to describe the general nature and level of work being performed by people assigned to this position. They are not intended to be interpreted as an exhaustive list of all responsibilities, duties, and skills required of personnel assigned to this position.

This position description has been reviewed with me.

Employee:

Name	Title	Date
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Supervisor:

Name	Title	Date
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