

CHIEF SANITARIAN

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision, the incumbent directs and coordinates all Environmental Health Programs including but not limited to such programs as Food Borne Illness Prevention, Tobacco Control, children's camp program, temporary residence program, Lead Poison Prevention Program and Healthy Neighborhoods Program. The incumbent plans for and monitors programs in Environmental Health. The work involves interpretation and enforcement of county and state laws, codes and regulations pertaining to the programs and the promotion of sanitary and environmentally sound practices in the community. Supervision is exercised over a large number of professional, technical and clerical staff. Does related work as required.

EXAMPLES OF WORK: (Illustrative only)

Administers the operations of the County's Food Safety Program, a major program providing more than 10,000 restaurant and food service establishment inspections conducted annually;

Certifies that staff has met the minimum standards to perform inspections (Standardization) and conducts quality reviews;

Reviews product recalls daily and advises the Commissioner and Deputy Commissioner for Disease Control on the need to issue press releases on food products; directs staff to embargo recalled food items as necessary;

Coordinates the Department's enteric illness investigations with the Deputy Commissioner for Disease Control;

Plans, organizes and directs the Department's enforcement of all Public Health Laws, Sanitary Code provisions and rules and regulations pertaining to tobacco control;

Supervises a staff of sanitarians and clerical staff either directly or through intervening levels, with responsibility for the full range of supervisory duties;

Coordinates the Department's Arboviral Control Program including both larval and adult mosquito control;

Oversees the Aquatic Safety Program, directing and reviewing inspections of Bathing Beaches, Spa's and Swimming Pools;

Ensures the application of standardized inspection techniques among all field inspectors through office and field based training;

Assists in preparing departmental budgetary projections for existing and anticipated grant programs;

Monitors revenue data as generated by permit applications;

Tracks expenditures for grant programs to ensure appropriate allocation and use of funds;

EXAMPLES OF WORK: (Illustrative only) (continued)

Uses computer applications or other automated systems such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments;

May perform other incidental tasks, as needed.

FULL PERFORMANCE KNOWLEDGE, SKILL, ABILITIES AND ATTRIBUTES: Thorough knowledge of environmental health principles, laws, and regulations; thorough knowledge of public health principles and how the activities of other professionals relate to the total public health program; good knowledge of the principles and practices of administration; knowledge of the theory and practices of budgeting, financial record keeping, supervision and personnel administration; ability to communicate effectively, both orally and in writing; ability to plan, layout and supervise the work of subordinate professional and support staff; ability to manage and supervise a variety of program activities performed at multiple locations; ability to establish and maintain effective working relationships with other government agencies, community agencies and the public; ability to manage a diversity of program activities performed at multiple locations; ability to use computer applications such as spreadsheets, word processing, calendar, and database software; ability to read, write, speak, understand, and communicate in English sufficiently to perform the essential duties of the position; initiative; resourcefulness; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: A Bachelor's Degree* which includes a minimum of thirty credits in the physical and biological sciences and seven years of appropriate environmental health experience, three years of which is equivalent to a Principal Public Health Sanitarian in a New York State, City or County Health Department.

SUBSTITUTION: A Master's Degree in Public Health, Public Administration or a related field may be substituted for one year of the above experience, but not for the three years of specialized experience.

NOTE: Unless otherwise noted, only experience gained after attaining the minimum education level indicated in the minimum qualifications will be considered in evaluating experience.

*SPECIAL NOTE: Education beyond the secondary level must be from an institution recognized or accredited by the Board of Regents of the New York State Education Department as a post-secondary, degree-granting institution.

SPECIAL REQUIREMENT: Possession of a valid license to operate a motor vehicle in the State of New York.