



Position: Director of Environmental Health & Community Services

Basic Qualifications: Bachelors Degree from an accredited college or university in a pertinent field of study

- Minimum 2 years of experience in a management position
- Possession of a current Registered Sanitarian license issued by the state of Ohio
- Experience working with infectious diseases, outbreaks, manmade and natural disasters
- Basic knowledge of all Public Health Services and Programs
- Excellent written and verbal communication skills
- Ability to budget wisely and utilize available funds effectively and efficiently
- Has considerable knowledge of public health issues including disaster preparedness and infectious disease
- Understands the processes and procedures regarding disaster response• Ability to take the lead role in managing various crisis events and departmental issues
- Ability to convey and teach complicated information to both public health employees and non-public health employees
- Has knowledge of accreditation, quality improvement and business management
- Must be well versed in customer service
- Must possess or obtain in a reasonable period of time all required certifications
- Valid driver's license and reliable transportation

Preferred Qualifications:

- Master degree in a related field
- Five (5) years of experience in a management position

Responsibilities:

1. Oversees and directs the work of TLCHD epidemiologists and the epidemiology program
2. Formulates, implements, and revises policies, procedures, rules and regulations for all division programs as needed

3. Attends and facilitates meetings as required and maintains communication with all relevant stakeholders
4. Takes a leadership role in community projects and partnerships including, but not limited to, Restaurant Owners, Home Builders Associations and others as required
5. Maintains liaison with Ohio Department of Health and fosters partnerships with all other Health Department divisions
6. Evaluates programs and revises/develops new programs, methods, or techniques to meet the changing needs of the community in conjunction with the chain of command
7. Works with Human Resources on personnel matters within the division
8. Trains or arranges training for staff as needed; supervises, assigns and revises the work of subordinate personnel
9. Prepares and oversees the preparation of a variety of reports, correspondence, and other related materials
10. Provides responses to infectious disease concerns, outbreaks, manmade and natural disasters
11. Assures readiness for local and regional response and assures a Disaster Response team is in place for environmental and communicable disease events
12. Develops and maintains readiness procedures and processes of all departmental staff on community response and preparedness issues
13. Seeks out new funding sources for the agency and the division
14. Prepares and oversees the preparation of a variety of reports, correspondence and other related materials
15. Leads accreditation effort related to this division and is active in agency wide accreditation
16. Assures strategic plan/goals are being sought and achieved for the division
17. Benchmarks metrics and ensures quality improvement efforts are implemented to address inefficiencies
18. Oversees and participates in PHEP exercises as appropriate and ensures a disaster response plan and surge personnel are in place to respond to public health emergencies

Other Duties & Responsibilities: Serves as a representative for the Health Department on various committees, liaison to elected / appointed officials regarding Environmental issues, and other duties as assigned.

Please email or mail cover letter and resume to:

Email: finnegik@co.lucas.oh.us

Toledo-Lucas County Health Department

Attn: Khayla Finnegin

635 N. Erie

Toledo, Ohio 43604

The Toledo-Lucas County Health Department is an Equal Opportunity Employer. The Department operates in accordance with Title VI of the Civil Rights Act of 1964.