



## Emergency and Environmental Health Supervisor Job Description

**Revised Date:** February 20, 2024

**Reports to:** Planning Section Manager

**Scope of Authority:** Supervisor is responsible for supervising personnel as assigned by the Planning Section Manager.

**Fair Labor Standards Act Status:** Regular, full-time, exempt, DOES NOT qualify for overtime pay.

**Security/Access:** Employee will be issued picture identification and department credit card.

**Job Summary** Responsible for planning, coordinating, and supervising all aspects of programs that target the implementation of population-wide and priority population approaches to prevent and/or minimize morbidity and mortality in addition to reducing health disparities. Evaluate/assess health trends and risk factors of population groups through data collection and analysis. Works with communities or specific population groups to develop/implement public policy. Responsible for a variety of assignments which include but are not limited to serving as program manager and subject matter expert for emergency preparedness, occupational health and safety, and environmental health.

### Required Education and Experience:

- Bachelor's degree (BS/BA) in public health, human resources, management, business administration or related field.
- Experience leading public health, emergency management, community planning, or related programs with complex considerations and/or a combination of education and experience in management, public health, or other areas.
- Experience and familiarity with education opportunities and available services in the TRPHD seven-county service area.
- Demonstrate sound fiscal accountability.
- Experienced in planning, organization, program development, and evaluation.
- Public speaking experience; ability to write and speak effectively
- National Incident Management System (NIMS) compliant within 6 months of employment.
- Ability to operate standard office equipment including but not limited to computers, printers, copiers, scanners, calculators, facsimile machines, and telephone systems.
- Valid driver's license and proof of personal driver's insurance required. Ability to utilize own transportation for work purposes.
- Ability to travel within the TRPHD seven-county service area. Further distances on occasion.
- Ability to work well with diverse groups in the public sector and demonstrate cultural awareness and sensitivity.

### Preferred qualifications:

- Three years' experience working as a supervisor in a program working in a community setting
- Experience as a lead of a complex program; experience in public or private agency
- Bilingual (English/Spanish) verbal and written skills a desirable skill.

### Duties and Responsibilities:

- Establish and maintain relationships with other Departments, key stakeholders, and grant partners as applicable. Schedule and facilitate meetings with community partners or grant staff.



- Acting as the Emergency Response Coordinator, facilitating collaboration with key stakeholders to promote the health of the population. Plan, schedule and participate in necessary exercises with identified entities. Utilize results to strategically develop improvement plans and budgets to accomplish the required goals of the programs. Work with the program staff and partners to develop individual training and program goals. Develop a strategic timeline and work plan for the program so that goals and roles are clearly defined for all partners and staff.
- Provide referrals to appropriate community agencies and resources as needed.
- Identify barriers to healthcare access and assist in the elimination of such barriers.
- Promote the programs' purpose and goals among community and state contacts.
- Create and comply with work plans, reporting requirements, and timelines per grant requirements and/or contracts in an accurate and timely manner. Report to the Planning Section Manager on the progress of program goals and budget.
- Monitor program and staff performance. Prepare quarterly reports on program goal progress, and progress toward improving outcomes for the funder, partners, and TRPHD Board of Health.
- Manage information systems for collection, retrieval, analysis, and use of data for decision-making.
- Search for funding opportunities and develop, submit, and implement grants, budgets, and contracts with various funders.
- Maintain strict confidentiality of sensitive information in accordance to HIPAA policies and regulations.
- Professionally represent TRPHD when out in the community in a variety of settings.
- Assist with emergency response to disease outbreaks and/or disasters when requested.
- Other duties as assigned

**Basic Skills and Abilities required:**

- Ability to assure continuing competency of position by meeting continuing education requirements.
- Ability to establish and maintain effective working relationships with coworkers, administrative support organization, elected and appointed officials, representatives of other governmental units, private industry, and members of the public.
- Readily assumes responsibility.
- Ability to communicate effectively and articulate both orally and in writing.
- Ability to think strategically and exercise objective judgment.
- Ability to organize, analyze, and interpret technical information.
- Ability to organize tasks, establish priorities, and meet established deadlines.
- Ability to sit, walk, stand, and drive; use hands, and fingers to handle or feel; reach with hands and arms; and talk and hear. The employee is occasionally required to stand, climb stairs, walk, stoop, kneel, crouch or crawl. The employee must be able to lift and/or move 50 pounds. Specific vision abilities required include those of close vision, distance vision, peripheral vision, depth perception, and ability to adjust focus. The employee must be able to demonstrate physical fitness activities.
- Ability to work in a smoke/tobacco-free and drug-free work environment.
- Thorough knowledge of the principles of Public Health and a commitment to the philosophy and mission of TRPHD.



**This position requires a 30-day notice of termination.**

I have read the above job description and agree to carry out the responsibilities described therein.

Employee: \_\_\_\_\_ Date: \_\_\_\_\_

Health Director: \_\_\_\_\_ Date: \_\_\_\_\_