



COUNTY OF VENTURA

Resource Management Agency

INVITES APPLICATIONS FOR

Environmental Health Director

ANNUAL BASE SALARY UP TO \$165,932 ANNUALLY

OUR COUNTY AND COMMUNITY

Ventura County is located on California's "Gold Coast," approximately 35 miles northwest of Los Angeles and 20 miles southeast of Santa Barbara. Residents enjoy rolling hills and sweeping ocean views in a nearly perfect Mediterranean climate with an average annual temperature of 74.2 degrees. The beauty and weather combined with a wonderful quality of life are among the many reasons our residents choose to call Ventura County "home."

Ventura County is a "general law" county, governed by a five-member, elected-by-district Board of Supervisors. The Supervisors appoint a County Executive Officer (CEO) to oversee the County budget, day-to-day operations, as well as to advise, assist and act as an agent for the Board of Supervisors in all matters under the Board's jurisdiction.

County operations have an operating budget of approximately \$2.3 billion with a staffing allocation of 8,900. The County has excellent financial standing with its AAA rating, the highest possible long-term bond rating, from Moody's and Standard & Poor's. The County excels in its financial and business operations which are based in continuous process improvement and was just ranked as the third best large County in the United States for its use of technology to improve services and boost efficiencies for the public.

COUNTY OF VENTURA

Resource Management Agency

THE AGENCY

The primary goal of the Resource Management Agency is to protect the health, safety and welfare of the general public through administration and enforcement of County ordinances, Board policy, and state and federal laws regarding land use, and commercial and environmental regulation.

The Agency includes five (5) divisions including the Environmental Health Division (EHD). The mission of the EHD is to protect public health and the environment, as well as provide timely advice and information to the public, businesses, and other governmental agencies.

THE POSITION

Under general administrative direction of the Director-Resource Management Agency, the Environmental Health Director manages the EHD including approximately eighty (80) professional, technical and clerical staff within five (5) sections which include Community Services, Technical Services, Hazardous Materials, East County Office, and Administrative/Information Technology.

The successful candidate will be an experienced and highly motivated part of the Resource Management Agency's executive leadership team. He or she will have a mix of technical knowledge and professional judgment and discretion that comes from years of experience in various programs within the environmental health field. This individual will also be self-motivated, adaptable, organized and efficient with outstanding interpersonal, written and verbal communication skills, and problem-solving abilities.

The successful candidate will be dedicated to customer service and demonstrate leadership skills managing a division with a commitment to innovation, sustainability and diversity. They will have a reputation for managing change; and establishing and maintaining productive working relationships with individuals both internal and external to the Division. Additionally, they will possess a proven understanding of budgets, revenue sources, and cost control while effectively and efficiently utilizing public resources.

This is an "At-Will" position exempt from the "Civil Service."

THE IDEAL CANDIDATE

The ideal candidate will possess experience developing public outreach documents and press releases and giving media interviews as well as experience working with State agencies, such as the State Water Resources Control Board, Los Angeles Regional Water Quality Control Board, California Department of Public Health, and CUPA Forum Board, MVCAC. Also desired is experience with state wide legislative analysis and criminal or civil litigation specific to environmental health division programs. Two (2) years' experience working with Accela Automation or Envision Connect and training and/or experience with Lean Six Sigma or similar process improvement Programs and efforts are preferred.



EMPLOYMENT STANDARDS

Progressively responsible management experience within the environmental health field. The required knowledge, skills and abilities also can be obtained by nine (9) or more years of progressively responsible experience in the environmental health division programs

INCLUDING

Level I: Three (3) years or more of supervisory and management experience.

Level II: Five (5) years or more of supervisory and management experience.

NECESSARY SPECIAL REQUIREMENTS

California Driver License

Current registration as a Registered Environmental Health Specialist issued by the California Department of Public Health.

Considerable to extensive experience within administrative services including human resources, budget preparation and program development.; managing programs related to Environmental Health including two (2) or more of the following: onsite waste water disposal systems (OWTS); land use development including ministerial and discretionary permits; recreational health; solid waste; consumer food protection; mosquito abatement including vector control and program funding; certification Unified Program Agency (CUPA) including APSA, UGT, business plan, and hazardous waste.

TYPICAL RESPONSIBILITIES

- Plans, organizes and directs the day-to-day operations and all programs of the Environmental Health Division including the main office location at the Ventura County Government Center and the East County Office in Simi Valley;
- Selects, trains, supervises and evaluates district managers and professional, technical and clerical staff within the Community Services, Technical Services, Hazardous Materials, East County Office, and Administrative/Information Technology sections;
- Ensures compliance with all applicable laws, regulations and ordinances for all program areas within the Environmental Health Division;
- Develops and establishes policies, procedures and practices to clarify enforcement of the state health and safety codes, regulations, local ordinances, adopted codes including interpreting complex code provisions consistent with the purpose and intent of such codes;
- Maintains professional working relationships with regulated businesses and facilities, architects, engineers, building contractors, and members of the public while effectively evaluating complex problems and providing solutions for resolving issues;
- Coordinates activities with other County agencies/departments, federal, state, regional and local agencies including representing the Agency and the Director in various forums;
- Leads the Environmental Health Division disaster and emergency response including participation in countywide/regional task force, presentations and outreach to communities via media interviews and press releases, coordination of emergency ordinances/declarations, and coordination of state and local resources as necessary for hazardous waste and debris removal, and consumer food protection food borne illness outbreaks;
- Directs and manages the preparation of Board letters, amendments to the various program ordinances within the CUPA, Community Services, Technical Services, and IT – Administrative sections;
- Assists in the development and implementation of division budgets, fee schedule updates, and agency policies and procedures as part of the Agency's executive management team and may act as Agency Director in that person's absence;
- Prepares reports/recommendations and makes formal presentations to the Board of Supervisors, advisory boards, general public, etc.
- Performs other related administrative duties as required.



COMPENSATION & BENEFITS

The County of Ventura offers an attractive compensation and benefits package. Aside from the **Current Annual Base Salary** up to \$165,932, the Environmental Health Director will also be eligible for the following:

Educational Incentive: An educational incentive of 2.5% for completion of an associate's degree, 3.5% for completion of a bachelor's degree, OR 5% for completion of a graduate degree not required for the classification.

Executive Administrative Leave: Accrues at a rate of 248 hours per year, increasing to 288 hours after 5 years of service, to 328 hours after 10 years of service, and to 368 hours after 15 years of service or other public service.

Annual Leave Redemption: The ability to "cash in" or redeem up to 100 hours of Annual Leave per year after using 80 hours.

Deferred Compensation: Eligible to participate in the County's 401(k) Shared Savings Plan and/or the Section 457 Plan. This position is eligible for up to a 3% match on your 401(k) contributions.

Health Plans: Medical, Dental and Vision plans for you and your dependents. You are afforded a flexible credit allowance of up to \$11,622 annually to use towards your plan elections.

Flexible Spending Accounts: Increase your spending power through reimbursement with pre-taxed dollars for IRS approved dependent care and health care expenses.

Holidays: 10 paid days per year which includes a scheduled floating holiday.

Miscellaneous Benefits: Incumbents are entitled to County-paid membership in professional organizations related to their position. Other benefits include: Disability Plans, Employee Assistance Program, Life Insurance, Tuition Reimbursement, Benefit Reimbursement Program and a Wellness Program.

Pension Plan: Both the County and you contribute to the County's Retirement Plan and to Social Security. Your retirement plan contributions vest immediately in your Ventura County Employees Retirement Association (VCERA) account and the County's Defined Retirement benefits vest after five (5) years of service. If you are eligible, you may establish reciprocity with other public retirement systems such as PERS. Based on your hire date with the County, or eligible reciprocal hire date, your retirement plan benefit will be:

Hire Date	Plan Benefit
Before June 30, 1979	2.18% @ age 60
Between June 30, 1979 - December 31, 2012	2.09% @ age 62
After December 31, 2012	2.00% @ age 62

For specific pension plan details, contact VCERA at vcera.info@ventura.org or (805) 339-2509.

APPLY NOW

To APPLY for this exceptional career opportunity, please send a resume, copy of Environmental Health Specialist registration card and a cover letter which illustrates all of the following:

Experience within administrative services including HR, budget preparation and program development

Experience:

- Developing public outreach documents including press releases and giving media interviews;
- Working with state environmental agencies;
- Performing state wide legislative analysis; and participating in environmental health criminal/civil litigation;
- Engaging in and receiving training related to Lean Six Sigma or similar process improvement programs;
- Managing programs related to Environmental Health:
 - A. Onsite waste water disposal systems (OWTS);
 - B. Land use development including ministerial and discretionary permits;
 - C. Recreational health;
 - D. Solid waste;
 - E. Consumer food protection;
 - F. Mosquito abatement including vector control and program funding;
 - G. Certified Unified Program Agency.

Submit one of the following ways:

⇒ E-mail to:

Katie.Reynolds@ventura.org;

⇒ Mail to:

Katie Reynolds
County of Ventura Human Resources
800 South Victoria Avenue, L-1970
Ventura, CA 93009; OR

⇒ Submit an on-line application and attachments (resume, registration card and cover letter) at www.ventura.org/jobs.

Additional information about the recruitment process can be found online at www.hr.ventura.org. You may contact Katie Reynolds at (805) 654-2563. Application materials will be accepted until position is filled. First review is anticipated to occur on or around February 25, 2019.