

## POSITION POSTING

---

<b>DATE POSTED:</b>	3/13/2026
<b>TITLE:</b>	<b>Assistant Director Environmental Health</b>
<b>CLASSIFICATION:</b>	Full-time; Exempt; Unclassified
<b>PAY RANGE:</b>	\$70,116 – \$98,176/ year. Commensurate with experience
<b>WORK HOURS:</b>	General schedule: Monday – Friday 8:30 a.m. to 4:30 p.m.; Must be available 24/7
<b>IMMEDIATE SUPERVISOR</b>	Environmental Health Director

### POSITION OVERVIEW:

The Assistant Director of Environmental Health, under the general direction of the Director of Environmental Health, and along with the Director of Environmental Health, plans, develops and administers environmental health and sanitation program. Works with public officials and groups to promote improved environmental programs.

### ESSENTIAL DUTIES:

#### Program Administration

- Plans, develops, implements, directs, coordinates and oversees environmental health programs, services and/or activities for local community businesses, operations and agencies;
- Reviews, recommends and prepares policies and procedures to ensure quality and consistency of environmental health and sanitation programs;
- Monitors budgets and reviews revenues and expenditures for programs to ensure fiscal responsibility;
- Prepares, monitors and evaluates goals and objectives of division;
- Analyze effectiveness of programs, activities and strategies and make revisions based on evaluation.
- Assesses programs and assists with determining on-going environmental health service needs for the community;
- Assists environmental staff with inspections and consultations as needed;
- Provides technical advice on environmental health and sanitation programs;
- Collects environmental samples for testing;
- Recommend staffing levels;
- Ensures compliance with existing health standards, codes, regulations, and local, state and federal laws;
- Ensures compliance with grant auditing requirements;
- Maintains environmental division files and records to ensure compliance with state audits and public records requests;

- Provide effective communication of all information and current trends to all division employees.

### **Supervision**

- Interviews candidates for positions and recommends hiring to Health Commissioner;
- Ensures department employees receive orientation, in-service and development training;
- Monitors work of employees and ensures compliance with policies and procedures;
- Assigns work duties;
- Ensures work is completed in a timely manner;
- Reviews employee time sheets and authorizes overtime and leave requests;
- Evaluates employee performance annually and maintains proper records;
- Recommends discipline of employees;
- Provides leadership and guidance to staff in fulfilling their responsibilities.

### **Community Relations**

- Participates in community activities as representative of the division and the agency;
- Develops and implements partnerships, cooperative events and programs with community groups;
- Coordinates community participation in grant and program planning;
- Visits community organizations to present programs and services;
- Represents the agency as a public speaker as needed.

### **Miscellaneous**

- Observes confidentiality of client and agency information;
- Other duties as assigned by the Health Commissioner

### **MINIMUM QUALIFICATIONS:**

- Bachelor's degree from an accredited college or university in environmental health or a related sciences degree.
- Minimum of five (5) years prior experience as a Registered Environmental Health Specialist

### **PREFERRED QUALIFICATIONS:**

- Master's degree from an accredited college or university
- Minimum of three (3) years' experience supervising the work of others.

### **REQUIRED LICENSE/CERTIFICATION:**

- Certificate of registration as a Registered Environmental Health Specialist, issued by the Ohio Department of Health in accordance with Chapter 4736 of the Ohio Revised Code. Registration must be maintained throughout employment.
- Must possess a valid Ohio driver's license and reliable transportation. License must be maintained throughout employment.

### **KNOWLEDGE, SKILLS, ABILITIES:**

- Knowledge of public health laws, regulations and standards as defined by federal, state, and local governments.
- Must have computer skills in word processing, spreadsheets, power point, and others.
- Exceptional oral and written communication skills.
- Ability to drive to offsite locations as needed.
- Respond to emergency calls.
- Must have willingness to learn new skills, be adaptable / flexible.
- Provide proof of automobile insurance.
- The ability to successfully pass a background check.

**Final candidates must successfully pass a background check and provide proof of current automobile insurance.**

**An individual who poses a direct threat to the health and safety of others in the workplace will be deemed not qualified for this position.**

<b>Application materials accepted until:</b>	The position is open until filled. For best consideration, applicants must apply by March 27, 2026.
<b>Required documents:</b>	<p>Wood County Application for Employment, cover letter, resume, contact information for at least three <b>professional</b> references.</p> <p>The Wood County Application for Employment can be found here: <a href="https://woodcountyhealth.org/career-opportunities/">https://woodcountyhealth.org/career-opportunities/</a></p> <p><b>Application materials submitted without all required documents will be considered incomplete.</b></p>
<b>Submit application materials to:</b>	<p>Recruitment and Development Coordinator  1840 East Gypsy Lane Rd.  Bowling Green, OH 43402  419-352-8402 Ext. 3201</p> <p><a href="mailto:WCHDHumRes@woodcountyohio.gov">WCHDHumRes@woodcountyohio.gov</a></p>

The Wood County Health Department is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the Health Department provides reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer. If you have a disability and would like to request an accommodation to apply for a position with the Wood County Health Department, please email [WCHDHumRes@woodcountyohio.gov](mailto:WCHDHumRes@woodcountyohio.gov) or call 419-352-8402 Ext. 3226.