



# CITY OF LONG BEACH

DEPARTMENT OF HEALTH AND HUMAN SERVICES

## TRANSFER/PROMOTIONAL OPPORTUNITY BUREAU MANAGER OF ENVIRONMENTAL HEALTH

(Position open to current City of Long Beach employees only)

### The Position

The City of Long Beach Department of Health and Human Services is seeking applicants to fill the position of Bureau Manager of Environmental Health. Under direction of the Department Director, this position is responsible for the overall planning, organization and direction of the Environmental Health Bureau. The purpose of the bureau's multiple environmental health programs is to protect the health, safety and well being of the public and to preserve and improve the quality of the environment. The bureau is responsible for the administration and enforcement of laws and regulations in the following programs: Food Safety, Multi-Unit Housing, including Lead and Healthy Homes HUD Grant Programs, Recreational Water Quality, Hazardous Materials, Vector Control and Medical Waste. The Bureau Manager of Environmental Health is responsible for between 50 and 60 full time employees.

### Minimum Qualifications

The position requires a State Department of Health Services certification for a California Registered Environmental Health Specialist in addition to a Masters degree in Environmental Science, Public Health, Public Administration or equivalent. The position demands an extensive knowledge of the principles, practices and laws and regulations associated with the various programmatic areas of environmental health. This includes Food Safety, Multi-Unit Housing, including HUD Grant Programs, Recreational Water Quality, Hazardous Materials, Vector Control, Community Noise Control and Medical Waste.

### Duties

- Plan, coordinate, direct, and monitor the activities of the Environmental Health Bureau to ensure service delivery goals, objectives, and mandates are being maintained and complaints are being effectively investigated and resolved;
- Coordinate the application for State and Federal grant applications and manage multiple grant-funded programs, such as the Lead Based Paint Hazard Control Program, the Healthy Homes Demonstration Program, Lead Education and Outreach, and the Palos Verdes Shelf Fish Contamination Grant among others.
- Coordinate with the Department Director in formulating procedures and actions that may have fiscal, programmatic, operational and/or political impacts;
- Maintain responsibility for all financial activities of the Bureau including billing revenues of over \$6 million annually;
- Maintain frequent and on-going contact with various City departments, including City Attorney, City Prosecutor, Development Services, and the Water Department;
- Develop methods and procedures to provide for uniform application of City, State, and Federal laws and ordinances;
- Review and draft recommendations on health legislation and ordinances which relate to program;
- Plan, review and present reports on all aspects of the Bureau's activities, for both internal use as well as official reports to other agencies;
- Act as a resource expert for business organizations and other City agencies on technical, administrative, and procedural matters;
- Prepare appropriate reports and responses to City Council requests for service delivery;
- Coordinate inspection and enforcement activities with other State and City agencies; and
- Other duties as assigned.

### The Salary

The salary range for the position is \$89,456 to \$134,184 annually depending on qualifications. Appointment is usually below the midpoint, with increases based on a merit plan system.

**Selection Procedures** Candidates are requested to send a resume no later than **November 6, 2009**, to:

**RONALD R. ARIAS, DIRECTOR**  
**DEPARTMENT OF HEALTH AND HUMAN SERVICES**  
**2525 GRAND AVENUE**  
**LONG BEACH, CA 90815**

Resumes will be reviewed for depth and breadth of experience, and for level and relatedness of education. The most qualified candidates will be invited to participate in further selection procedures.

The City of Long Beach intends to provide reasonable accommodations in accordance with the Americans with Disabilities Act of 1990. If a special accommodation is desired or if you would like to request this information in an alternative format, please call (562) 570-4012.