

Environmental Health Administrative Coordinator

Position Summary:

The Administrative Coordinator of Environmental Health is responsible for supporting efforts to prevent, mitigate, and contain environmental health hazards. This position supports the implementation of protocols and schedules for inspecting, investigating, and reporting to ensure compliance with environmental health related laws, regulations, ordinances, and codes. The Administrative Coordinator provides administrative services including overseeing, managing, and coordinating the daily operation of the environmental health staff.

Essential Duties:

- Monitors and facilitates adherence to protocols, procedures, and schedules for regular inspections, investigations, reporting, communicating, and corrections of environmental health issues.
- Assists with the implementation of scheduling, arranging, and reporting on regular and routine inspections in accordance with protocols/algorithms for scheduled inspections of regulated entities.
- Coordinates the scheduling, arranging, and reporting on investigations that are conducted in response to complaints in accordance with department procedures and protocols.
- Monitors the application process for plan reviews, including licensing, permitting, and registering facilities and businesses.
- Manages the processing of application payments.
- Completes and submits weekly performance reporting.
- Collects required information on regulated entities and individuals.
- Maintains data and enters information and updates in relevant information systems, files, and databases.
- Coordinates and monitors the flow of program communication and information among the environmental health staff.
- Maintains a working knowledge of the local environmental code and the department's operating policies and procedures.
- Oversees Accounts Receivable and Accounts Payable for environmental health.
- Maintains Personally Identifiable Information (PII) and other information as appropriate.
- Performs related work as required.

The above statements reflect the general duties considered necessary to describe the principal functions of the job and shall not be considered as a detailed description of all the work requirements that may be inherent in the job.

Core Competencies for Public Health Professionals:

The Core Competencies for Public Health Professionals contain 56 competency statements that apply across the public health workforce for all those engaged in the practice of public health. All of the Core Competencies are vital for the effective provision of public health activities. While the person in this position may be called on to demonstrate other Core Competencies, below is a list of the most essential for this position.

- 1.5. Manages quantitative and qualitative data.
- 2.2. Implements policies, programs, and services.
- 3.2. Communicates with internal and external audiences.
- 4.3. Recognizes the diversity of individuals and populations.

- 7.9. Engages in contingency planning.
- 7.10. Applies critical thinking in decision making.
- 7.11. Engages individuals and teams to achieve program and organizational goals.
- 7.12. Facilitates collaboration among individuals, groups, and organizations.
- 7.13. Engages in performance management.

Qualifications:

- High school diploma or equivalent.
- College-level public health coursework and/or degree preferred.
- Two years of clerical experience working in an office environment
- Experience with payment processing and handling cash.

Required Knowledge, Skills, and Abilities:

- Knowledge of business English, spelling, punctuation, and arithmetic.
- Knowledge of modern office practices, procedures, and equipment.
- Knowledge of computer operations, including Microsoft Office suite.
- Knowledge of basic management principles.
- Customer service skills.
- Organizational skills.
- Verbal and written communication skills.
- Relationship-building skills.
- Computer, typing, and data entry skills.
- Ability to work independently and as a member of a team.
- Ability to write professionally, using proper spelling and grammar.
- Ability to prepare and maintain records and reports.
- Ability to interact appropriately and effectively with a wide range of persons.
- Ability to maintain and handle confidential information.
- Ability to follow protocol, procedures, and established guidelines.
- Ability to adapt to changing circumstances and needs.
- Ability to manage a demanding and changing workload.
- Demonstrates strong work ethic.

Physical Demands:

- Hearing
- Keyboarding
- Near visual acuity
- Sitting
- Speaking

The Health Department is an equal opportunity employer.

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