

COUNTY OF SOLANO

ASSISTANT DIRECTOR, ENVIRONMENTAL MANAGEMENT

Est.10/02

DEFINITION

Under administrative direction, plans, organizes, manages, and assists the Director of Environmental Management in formulating and implementing the department's policies, goal and objectives of the department. Serves as a member of the county's management team.

DISTINGUISHING CHARACTERISTICS

This is an at-will position class. The incumbent is exempt from Civil Service and serves at the pleasure of the department head. This position is responsible for managing and monitoring the internal operations of the department directly and through subordinate managers. Ensures the delivery of environmental services to the public in compliance with county, state and federal rules, regulations and policies. This position is distinguished from the Director of Environmental Management in that the latter is the Department Head with full and final responsibility and authority for operations, programs and activities.

EXAMPLES OF DUTIES:

Duties may include, but are not limited to the following:

1. Plans, organizes and directs the day-to-day activities and operations of the county's Environmental Management Department. Assists in the formulation of department goals, objectives, policies and procedures; ensures the delivery of services in compliance with local, state and federal regulations.
2. Assists the department head in evaluating the operational performance of divisions within the department, monitors and reviews the annual department master work plan and scheduling of major projects and studies; reviews
3. Assists in managing the technical divisions of land use, policy planning, environmental programs, building and Safety, and zoning, through subordinate managers and supervisors; reviews and mediates personnel problems; and evaluates the performance of subordinate managers and participates in planning the professional development of key staff.
4. Reviews and evaluates changes in state laws or regulations that impact the delivery of planning and environmental health services to the community; advises the Director of major changes, that may impact specific plans, costs, to schedule programs.

EXAMPLES OF DUTIES (continued)

5. Coordinates and develops plans for scheduled contract work to supplement work performed in-house. Monitors progress of contractor work through subordinate staff, reassigns workload to assure deadlines are met.
6. Accomplishes, leads, coordinates, and/or monitors special critical and sensitive projects in the department that require close review by the department head. Follows up on issues that are politically sensitive and represents the department head on community related issues as designated.
7. May act on behalf of the Director of Environmental Management in establishing and maintaining liaison with representatives of federal, state, and local agencies; facilitates coordination of inter-agency and highly visible and sensitive community programs.
8. Ensures the dissemination of information about departmental operations to promote services in the community; maintains knowledge and awareness of community concerns and responds to problems and issues raised by community interests.
9. Meets with community interest groups; attends public meetings; chairs and/or serves on special committees; makes public presentations and performs other public relations activities on behalf of the Director.
10. Performs other related duties as assigned.

QUALIFICATION GUIDELINES

Education and/or Experience

Graduation from an accredited college or university with a bachelor's degree preferably in Urban Planning, Engineering, Environmental Management, Business Administration or other closely related field.

And

Five years of progressively responsible management and supervisory experience in an environmental health management and/or public planning agency in federal, state, county or city agency. Two years of the experience must have included involvement in two or more technical and administrative areas to include urban and/or environmental health program planning, and program evaluation, budget development, contract management, performance management or personnel management.

Knowledge/Abilities

Knowledge of principles, theories, and practices of environmental health regulation and enforcement, land use planning; and planning programs, requirements and services in the public

sector; budgeting, organizational management and personnel management; effective managerial and supervisory techniques in public sector organizations; contract administration, including development of procedures to assure compliance and conformity with the terms of contracts.

Ability to plan, organize and manage environment management organization which includes diverse program functions of planning and land use and environmental health; understand, interpret and explain laws, regulations, policies governing environmental health, planning, land use, development and building construction; define problem areas, recommend solutions to improve department operations; select, train and evaluate subordinate supervisors;

Collect and analyze data to identify needs and evaluate program effectiveness; secure the cooperation of diverse community groups to enhance the cooperation and team work; develop budgets, funding proposals; comply with laws, regulation and professional practices governing planning and environmental management services and operations; and communicate effectively orally and in writing.

SPECIAL REQUIREMENTS

Possession of or ability to obtain a valid Class C California driver's license may be required.

Position requires some fieldwork, travel, meetings and work in the evenings.

SUPPLEMENTAL INFORMATION

Independent travel is required.

Incumbents may be required to work outside normal business hours.

Incumbents must, as a condition of employment, comply with Section 81000 et seq of the California Government Code relating to conflict of interest reporting.

Incumbents in this class are at-will and exempt from the provisions of the County’s Civil Service ordinances.

Department Head

Date