

City of Mission Job Description

Job Title: **Health Director**



Classification: **Exempt-Executive**

Department: Health

Division: Health

Supervisor: Assistant City Manager

Effective: 10/01/2022

I. JOB SUMMARY

Directs the activities of the Health and Animal Welfare operations including the coordination of field and office work in the enforcement of health and animal welfare regulations. Responsible for enforcement of city ordinances and State of Texas. Work involves formulating policies and procedures; providing general guidance to the work program of the divisions; developing operating budgets and acting as a technical adviser to the employees. Supervision is exercised over professional, technical and clerical staff. Work assignments are very broad in scope and are performed with considerable independence.

II. EDUCATION REQUIREMENTS

- Registered Sanitarian
- Registered Code Enforcement Officer
- Certified Animal Control Officer
- Bachelor's Degree in Environmental Health or related field.
- Food Manager Certification
- Experience or knowledge of Agriculture Applicator License
- Five (5) years of environmental health related experience or any equivalent combination of education and experience
- Mature judgment and thorough knowledge with no standard procedure available to carry out problems and assigned work.
- Experience with broad management skills

III. EMPLOYMENT REQUIREMENTS

- Applicant will be subject to a complete background investigation. Incomplete, inaccurate and/or failure to report information will cause the applicant rejection from consideration.
- Applicant must take and pass a drug, physical, and pre-placement screenings administered by the City of Mission doctor at the City's expense.
- Must have a current valid class "C" driver license from the Department of Public Safety with no more than two (2) moving traffic violations within the past two (2) years.
- Bilingual: English and Spanish preferred

IV. SKILL AND ABILITY REQUIREMENTS

- Ability to work safely.
- Ability to work after hours, weekends and holidays.
- Ability to compute, maintain and prepare complex records correctly, insuring confidentiality.
- Ability to handle stressful situations and effectively deal with difficult or angry people.
- Ability to compute and record numbers correctly.

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- Ability to establish and maintain effective working relationship with office staff, other departments, elected officials and the general public.
- Ability to be self-productive and work independently, with general supervision available if needed
- Ability to perform a wide variety of different types of tasks without the variety itself causing a loss of efficiency.
- Ability to communicate effectively, both orally and in writing.
- Ability to make decisions based on available data/criteria, laws and regulations, or city policy.
- Ability to handle special projects of diverse nature as assigned.
- Ability to read and interpret documents such as safety rules and city policy procedures.

V. ESSENTIAL JOB FUNCTIONS

- Plans, develops and directs the activities of the Health and Animal Welfare divisions.
- Evaluates operating department for effectiveness and resource utilizations.
- Develops, modifies, implements and enforces operating policies and procedures.
- Prepares, administers and monitors operating budget; approves expenditures.
- Conducts meetings, staff training and presentations for public education.
- Reviews and interprets policies, codes, regulations and ordinances for compliance.
- Conducts special field inspections, and investigations; prepares incident and inspection reports; determines and initiates corrective action.
- Initiates legal action, i.e., provides related case documentation and testimony, as needed. Issues correction notices and writes letters to obtain compliance.
- Reads and interprets specifications, plans and blue prints for construction and remodeling projects and makes recommendations.
- Responds to calls from citizens reporting city ordinance violations and building code violations.
- Coordinates work with various city departments and state agencies.
- Supervises the activities of office staff, sanitarians, public health inspectors, environmental health specialists, animal welfare officers, animal welfare division employees.
- Assists in training of new employees, determines workload, hires, disciplines, and terminates employees.
- Evaluates conditions and situations, makes decisions and/or recommendations for course of action on complex problems.
- Conducts and oversees a comprehensive food establishment inspection program and adheres to the rules set by the Texas Department of State Health Services.
- Manages Vector Control program.
- Interprets and enforces public health laws, ordinances and regulations.
- Coordinates the disposal of hazardous materials.

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- Serves as local Rabies Control Authority.
- Presents proposed environmental ordinances to city commission.
- Attends staff meetings and council meetings; participates in and/or leads city-wide initiatives, task forces and committees/boards.
- Confers with and advises City Management on sensitive and critical department issues and changes in legal requirements.
- Ensures ongoing operational risk management control, evaluation, communication, training, monitoring and documentation.
- Demonstrates continuous effort to improve operations, streamline work processes and works cooperatively to provide quality customer service.
- Develops and implements goals, policies and procedures to include disaster preparedness documentation to ensure the superior care of all shelter animals.
- Maintains the Department of State Health Services Quarantine and Impoundment Facility license and yearly veterinarian inspection current.
- Inspects shelter property for needed repairs or maintenance.

VI. NON-ESSENTIAL JOB FUNCTIONS

- **None**

VII. EQUIPMENT/MATERIALS

General office and safety equipment/materials to include but not limited to the following:

- City Vehicle, Two-way radio
- Telephone, Cell phone
- Copy machine, Fax machine, Computer Software
- Camera/digital, Video camera, Measuring tape, Ten key calculator
- Personal Computer, Printer, Mouse, Keyboard, Scanner, Thumb drive
- Safety equipment
- Personnel Policy Manual
- Catch pole, net
- Microchip reader



VIII. WORK ENVIRONMENT

Exposure to the following environmental conditions are required for this job.

	None	Amount of Time		
		Under 1/3	1/3 to 2/3	Over 2/3
Wet humid conditions (non-weather)	X			
Work near moving mechanical parts	X			
Work in high, precarious places	X			
Fumes or airborne particles	X			
Toxic or caustic chemicals	X			
Outdoor weather conditions		X		
Extreme cold (non-weather)		X		
Extreme heat (non-weather)	X			
Risk of electrical shock	X			
Work with explosives	X			
Risk of radiation	X			
Vibration	X			
Extreme Noise	X			

IX. MANUAL DEXTERITY

Both fine and gross hand manipulation is required to perform essential job functions. Gross hand manipulation is utilized to grip a series of files and reposition a keyboard to different computer stations and transport binders, books, storage boxes, chairs, and boxes of paper to storage or printing areas. Fine finger dexterity is required to hand write notes, fill out forms, type reports, letter, and memos, input data in computer, and document information needed for day to day tasks.



X. PHYSICAL DEMAND ANALYSIS

MATERIAL HANDLING ACTIVITIES

Tasks	Weights	Frequency	Performance
LIFTING	Up to 5 lbs	O	Supplies, manuals, and books.
	6-10 lbs	O	Supplies, manuals, and books.
	11-20 lbs	O	Supplies, manuals, and books.
	21-25 lbs	N/A	
	26-50 lbs	N/A	
	51-75 lbs	N/A	
	76-100 lbs	N/A	
	Over 100 lbs	N/A	
CARRYING	Up to 5 lbs	C	Animals, crates, supplies, feed
	6-10 lbs	F	Animals, crates, supplies, feed
	11-20 lbs	F	Animals, crates, supplies, feed
	21-25 lbs	O	Animals, crates, supplies, feed, tables/chairs
	26-50 lbs	O	Animals, crates, supplies, feed, heaters/fans
	51-75 lbs	O	Animals, crates, supplies, feed, heaters/fans
	76-100 lbs	O	Tents, chemicals
	Over 100 lbs	N	
PUSH/PULLING	Up to 5 lbs	C	Animals, crates, supplies, feed
	6-10 lbs	F	Animals, crates, supplies, feed
	11-20 lbs	F	Animals, crates, supplies, feed
	21-25 lbs	O	Animals, crates, supplies, feed, tables/chairs
	26-50 lbs	O	Animals, crates, supplies, feed, heaters/fans
	51-75 lbs	O	Animals, crates, supplies, feed, heaters/fans
	76-100 lbs	O	Tents, chemicals
	Over 100 lbs	N	

N-Never O-Occasional 1-33% F-Frequently 34-66% C-Constant 67-100%

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NON-MATERIAL HANDLING ACTIVITIES

Task	Frequency	Performance
CLIMBING	N/A	
BALANCING	N/A	
STOOPING (bending at waist)		
KNEELING (one or both knees)	N/A	
CROUCHING (bending at hips/knees)	N/A	
CRAWLING	N/A	
REACHING	O	Reference materials, manuals, books
TWISTING/TURNING (rotation)	N/A	
HANDLING (manipulated objects)	N/A	
FINGERING (finger dexterity)	O	Forms and documents
STANDING	F	Site inspections
WALKING	F	Site inspections
GRASPING (whole hand activities)	O	telephone, paper, books, reference materials

N-never O-Occasional 1-33% F-Frequently 34-66% O-Occasionally 67-100%

I _____ understand the physical demands, work environment factors and mental functions of this job. I can fulfill the essential functions of this position as described in this job description.

Signature

Date