

JONES COUNTY JOB DESCRIPTION

Position:	Environmental Health Coordinator/ BOH Administrator	Supervises:	None
Department:	Environmental Health	Reports to:	Board of Health

Approved Date: December 10, 2024

POSITION SUMMARY

Manage and supervises the environmental health programs in a manner consistent with the policies and procedures established for the Health Department by the Board of Health. The Department's mission to promote and protect the health of the citizens of Jones County.

ESSENTIAL JOB DUTIES

The following duties are normal for this position. These are not to be construed as exclusive or all inclusive. Other duties may be required and assigned.

- Full time position at 40 hours per week, Monday - Friday.
- Manage the office and budget for the department.
- Provide administrative support for the Sanitarian for the well, septic, and food service establishment programs.
- Administer and coordinate the private well program and conduct well water testing upon request.
- Gather and complete required reports and paperwork regarding program activities.
- Assist the general public with questions, concerns, complaints, and inquiries.
- Prepares agenda, minutes, coordinate and attend Board of Health meetings.
- Attend and participate in meetings and trainings relative to Environmental Health
- Upon request report to the County Board of Supervisors
- Assist in the coordination, planning, and performance of essential tasks in time of a disaster or public health emergency.

KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED

The individual must possess the following knowledge, skills, and abilities or be able to explain and demonstrate the individual can safely perform the essential functions of the job, with or without, reasonable accommodation, using some other combination of skills and abilities.

- Possess excellent oral and written communication skills.
- Ability to provide service to the public in a professional manner, regardless of the situation encountered.
- Ability to establish and maintain courteous and effective working relationships with county officials, other agencies, and the general public.
- Ability to maintain composure while working under pressure and adapt quickly to change, and to plan, organize, and prioritize tasks with numerous interruptions.
- Ability to proficiently utilize basic computer skills to perform word processing, electronic spreadsheet, or database tasks.
- Ability to work independently, as well as collaboratively.
- Willing to work some evenings.
- Ability to maintain confidentiality.

ENTRY REQUIREMENTS & QUALIFICATIONS

- **Education/Work Experience:** Completion of high school or equivalent degree. Preferred equivalent of 2 years office experience in related field.

REQUIRED LICENSES, REGISTRATIONS, AND CERTIFICATIONS

- Must possess a valid driver's license and proof of auto insurance
- Be of good moral character as determined by a thorough background investigation
- NIMS Certification for ICS 100 and 700 within one year of hire
- Maintain annual training (12 CEUs) to receive the Iowa Environmental Health Association Registry Certification for the Private Well Grants program

WORK ENVIRONMENT

- Employee performs work in the field, including visits to homes, as well as work in an indoor office setting. Occasional exposure to varied weather conditions.

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1. Marginal functions of positions that are incidental to the performance of fundamental job duties have been excluded from our job descriptions.
 2. All requirements are subject to possible modification to reasonably accommodate individuals with disabilities.
 3. Job descriptions in no way state or imply that the description includes every duty to be performed by the employee occupying the position. Employees will be required to follow any other job-related instructions and to perform any other job related duties requested by their supervisor.
 4. The County reserves the right to change or reassign job duties, or combine positions at any time.