

# Clark County Health Department

Administrative Offices 529 East Home Road, Springfield, Ohio 45503

937-390-5600 | ccchd.com | health@ccchd.com



## JOB OPPORTUNITY

<b>Job Title</b>	<b>Director of Environmental Health</b>
<b>Team</b>	Environmental Health, Administration
<b>Supervisor</b>	Health Commissioner
<b>Director</b>	Health Commissioner
<b>Positions Supervised</b>	Environmental Health Supervisor, Registered Environmental Health Specialists, Environmental Health Technician/Clerks
<b>Programs</b>	Environmental Health Programs
<b>Funding Sources</b>	Licenses and fees, program funds, general funds, levy, grants
<b>Civil Service and FLSA Status</b>	Unclassified, exempt
<b>Appointment Status</b>	Full-time
<b>Grade/Classification</b>	30
<b>Insurance Benefits</b>	Eligible for full-time benefits
<b>Leave Benefits</b>	Eligible for holiday, vacation, personal, sick
<b>Pay Range</b>	\$30.82 - \$46.99
<b>Standard Work Week</b>	Salary position, average 40-45 hours per week
<b>Standard Workdays</b>	Monday-Friday, average 8-9 hours per day
<b>Date Posted</b>	1/21/2026
<b>Candidate Review</b>	Rolling basis beginning 1/26/2026

### JOB SUMMARY

The Director of Environmental Health oversees the planning, development, and evaluation of environmental health programs to ensure compliance with state and local public health regulations. This role involves monitoring laws, analyzing environmental data, setting program standards, and recommending regulatory or policy updates. The Director also manages budgets, determines licensing fees, and provides expert guidance to the Health Commissioner, staff, and public officials.

### EDUCATION & QUALIFICATIONS

Bachelor's degree in environmental health or a related science (e.g., Biology, Chemistry) is required; a Master's degree in public health or a related environmental field is preferred. A minimum of five (5) years of relevant experience is required with preference given to candidates with at least five (5) years of program management or supervisory experience and a demonstrated record of strong performance and independent competencies in Environmental Health duties. Candidates must possess a current registration in good standing as an Environmental Health Specialist issued by the Ohio Board of Sanitarian Registration in accordance with Chapter 4736 of the Ohio Revised Code.

### ESSENTIAL FUNCTIONS

- Plans, develops, implements, and evaluates environmental health programs, including inspections, investigations, and environmental health testing
- Ensures compliance with state and local public health laws and regulations, issues enforcement orders as necessary

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- Analyzes environmental health data and trends to inform decision-making
- Recommends updates or adoption of environmental health regulations and policies
- Develops, reviews, and revises operational policies and procedures for program administration
- Establishes program evaluative criteria and monitors effectiveness
- Conducts cost analyses to support budget proposals and license/permit fee structures
- Conducts inspections in all programs in the field and is a “working” Director
- Prepares and manages program budgets and monitors expenditures
- Directs the activities of the Environmental Health Division and supervises division personnel
- Trains, evaluates, and supports staff; manages performance, hiring, discipline, and scheduling
- Ensures staff compliance with continuing education and professional development requirements
- Provides training and consultation to licensed facility operators and the general public on environmental health practices
- Engages in community outreach, presentations, and public education on health and sanitation practices
- Acts as a liaison to community groups and represents the agency in public health initiatives and strategic planning
- Consults with business owners, contractors, and other stakeholders on code compliance and enforcement measures
- Reviews subdivision plans and ensures adequacy of water supply and wastewater treatment systems
- Recommend legal actions and prepare accurate, detailed inspection and compliance reports
- Participates in public health emergency responses according to disaster response plans
- Contributes to agency and community-wide strategic and accreditation planning efforts
- Leads continuous quality improvement (CQI) projects and uses performance management tools to evaluate division activities

Participates in agency disaster preparedness activities; may be required to report for work outside normal working hours during an emergency; available 24/7 for consultation related to bioterrorism/public health emergencies; meets all public health core competencies as outlined by the position’s Supervisor; completes other duties as assigned.

## **KNOWLEDGE, SKILLS, AND ABILITIES**

The position requires knowledge of interviewing techniques; inspection methods; code enforcement procedures; environmental health principles; office practices and procedures; personnel administration; employee training and development strategies; supervisory principles and practices; workforce planning; human and public relations; workplace safety regulations; case management; and scientific disciplines such as biology, chemistry, and microbiology. Proficiency in the use and operation of environmental health testing equipment is essential.

The candidate must be able to interpret a variety of instructions presented in written, oral, diagrammatic, or schedule form; analyze complex variables to determine appropriate action; identify unusual or potentially hazardous conditions and respond appropriately; define problems, gather and interpret data, establish facts, and draw valid conclusions; and understand, interpret, and apply laws, rules, and regulations to specific situations with sound independent judgment and discretion.

Additional skills include the ability to determine materials and equipment needs; read, copy, and record figures accurately; calculate fractions, decimals, and percentages; copy records precisely and without error; compile,

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prepare, and maintain accurate reports and documentation; write instructions and specifications; and utilize proper research methods to gather and analyze data.

Strong communication skills are required, including the ability to prepare and deliver speeches and presentations; communicate effectively in both written and verbal forms; instruct and train others; comprehend technical manuals and verbal instructions; gather, collate, and classify information; and understand a variety of communications. The ability to maintain accurate records, develop and sustain effective working relationships, collaborate with co-workers, and respond professionally to routine and sensitive inquiries from both the public and officials is also necessary.

The role requires the ability to use environmental health-specific software, operate a motor vehicle, and handle various inspection and testing equipment such as transit or laser levels, GPS devices, thermometers, two-way radios, and mosquito spray machines.

This job requires proficiency of computers skills including Microsoft Office (Word, Excel, PowerPoint, Outlook), Adobe Reader, e-mail, electronic calendar, and internet research; ability to compile, consolidate and summarize information; exceptional knowledge and use of English grammar, spelling, written format and punctuation; effective verbal and written communication skills; ability to work independently and as part of a team both in a dependable manner; knowledge of community resources; be able to effusively deal with stress; ability to learn and use a computer and web-based reporting program for completing on-line reports; ability to establish and maintain effective working relationships with other agency and organization representatives; knowledge and skills associated with detailed recordkeeping and reporting procedures; ability to meet multiple deadlines, excellent organizational skills, and adhere to confidentiality requirements.

## **PHYSICAL DEMANDS AND WORKING CONDITIONS**

The demands and conditions described here are representative of those the employee must meet to perform the essential functions of the job.

- Frequently required to sit, stand, walk, talk, write, listen and read in English.
- The employee may infrequently be required to climb, balance, stoop, kneel, crouch or crawl, reach with hands and arms, lift and/or move up to 25 pounds.
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to focus.
- The noise level of the office is moderate. May occasionally be in environments with high noise levels.
- Involves travel by automobile to attend meetings with state agencies and community partners. Must have current driver's license valid in the state of Ohio and access to a personal automobile.

## **ORGANIZATION OVERVIEW**

The Clark County Combined Health District (CCCHD) protects and promotes the health of citizens and the environment through the efforts of dedicated and skilled employees and application of sound public health principles. Our role is to identify community health problems; diagnose and investigate health problems and health hazards in the community; and enforce laws and regulations that protect health and ensure safety. CCCHD offers a relaxed, positive, and friendly work environment. Some positions may offer remote working as an option. The work of equity, diversity and inclusion is the work of Public Health. We are committed to a future that is free of health inequities, that promotes the highest level of wellness for the communities we serve, and a diverse and inclusive public health workforce that embodies humility, respect, leadership and service on behalf of, and with, the diverse communities we are privileged to serve.

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Interested applicants should send a cover letter, resume, and completed application to:

Shannon Hackathorne

Administrative Assistant to the Health Commissioner & HR Specialist

[shackathorne@ccchd.com](mailto:shackathorne@ccchd.com)

Clark County Combined Health District

Administrative Offices at 529 East Home Road

Springfield, Ohio 45503

Applications will be accepted on a continuous basis until the position is filled.

All CCCHD positions are tobacco, nicotine, marijuana and tetrahydrocannabinol free.

CCCHD is an equal opportunity employer.