



Chelan-Douglas Health District

200 Valley Mall Parkway, East Wenatchee, WA 98802

Associate Administrator – Environmental Health Director			
Department:	Environmental Health	Reports to:	Health Administrator
Direct Reports:	EHS III Supervisors, Program Assistant		
Assignment Category:	☒ Full time ☐ Part Time ☐ Temporary		
Classification:	☐ Non-Exempt ☒ Exempt		
Compensation:	\$86,797.20/ Year - \$116,316.60 / Year		
Option to become a member of the local collective bargaining unit?		☐ Yes ☒ No	

Summary Description:

The Environmental Health Director (EHD) is directly responsible for overseeing the operation of the Environmental Health Department. The EHD plays a key role on the Chelan-Douglas Health District management team. This team works together to lead the Chelan-Douglas Health District and connect the different lines of effort to prevent disease, promote health, and protect the health and safety of people in our community. The EHD reports to the Deputy Health Administrator and works to implement their leader's intent. As a senior leader the EHD will regularly brief the Board of Health and work with them to develop or evolve environmental public health policy across the health district. The EHD works closely with the Health Officer in the enforcement of environmental public health regulations.

The EHD manages the Health District's Environmental Health Programs, which may include assessment of community needs, development of long-term strategies and goals for the Health District, and the planning and implementation of environmental public health programs. The position monitors staff and program performance and provides effective supervision to the members of the team they lead. The EHD develops and monitors program budgets and resources. Assures effective implementation of grant and contract deliverables and of the reporting required by funding sources. This position may include grant writing and other fund raising activities.

Successfully leading the environmental public health efforts of Chelan-Douglas Health District requires working effectively with the leadership of other health organizations and other public health partners. This position requires discretion and independent judgment with respect to matters of significance.

Job Duties and Responsibilities (Essential Functions):

Strategic Leadership and Policy:

- Lead the planning, development and evaluation of all Environmental Health (EH) programs consistent with Washington Foundational Public Health Services (FPHS) definitions.
- Advise the Health Officer/Administrator, Deputy Administrator and Board of Health on EH policy, fee schedules, code adoption, and enforcement under RCW 70.05 and RCW 70.46
- Represent CDHD to elected officials, community stakeholders, and partner agencies on environmental health matters.



- Work effectively with neighboring Environmental Health Directors to collaborate and standardize environmental health practices and policies as appropriate for North Central Washington.
- Collaborate with the Washington State Environmental Health Directors (WSEHD) and the Washington State of Local Public Health Officials (WSLPHO) to inform state wide policy and practice.
- Work effectively with Communicable Disease and Epidemiology (CD-Epi) staff to track environmental hazards (such as lead poisoning) and assist in disease or outbreak investigations.

Regulatory Compliance and Program Oversight:

- Direct enforcement of state and local public health laws.
- Approve inspections, plan reviews, permits, and enforcement actions.
- Ensure due process in administrative hearings and appeals.
- Act as the Health Officer's designee for EH programs when delegated.

Public Health Leadership:

- Provide executive leadership to managers, supervisors, and technical staff through coaching, mentoring and performance management.
- Build workforce capacity; oversee recruitment, professional development, credentialing (e.g., REHS/RS), and succession planning.
- Foster an organizational culture of accountability, collaboration, and equity.
- Develops short- and long-term goals for the department

Project Management:

- Direct complex projects and initiatives (e.g., code updates, fee reform, IT system improvements, facility and land-use reviews).
- Apply recognized project management practices – defining scope, timelines, budgets and outcomes – while managing risks and communicating progress.
- Oversees the general informatics system for the environmental health department in partnership with operations and the director to make sure that it is maintained and updated regularly.

Quality Improvement and Performance Management

- Integrate 10 Essential Public Health Services and national best practices into EH programs.
- Ensure continuous quality improvement and alignment with Public Health Accreditation Board (PHAB) standards.
- Tracks environmental health metrics and uses them to make data driven decisions to prioritize environmental health activities and balance staff workload for the department.
- Through epidemiologic, disease surveillance, and qualitative processes, regularly collects, maintains and analyzes data and information about the health needs of Chelan and Douglas Counties.



Partnership and Community Engagement:

- Build and sustain partnerships with city and county planning, building, utilities, schools, businesses and community groups.
 - Communicate environmental health risks and program requirements clearly to policymakers, regulated entities and the public.
 - Facilitate environmental health education and resources that are accessible to community members and stakeholders.
 - Engage in technical advisory groups and with subject matter experts locally, regionally and at the state level.
 - Model best practices to serve stakeholders with a helpful, educational, and respectful demeanor at all time and coach staff to do the same.
- Collaborate effectively with the Washington State Department of Health, other state agencies, and other Local Health Jurisdictions and government agencies.

Emergency Preparedness and Response:

- Lead EH functions in incident command (e.g., water contamination, foodborne outbreaks, wildfire smoke, hazardous waste).
- Ensure EH staff maintain ICS/NIMS readiness and integrate EH into jurisdictional emergency plans.
- Maintain a continuity of operations plan (COOP) for the division, in alignment with the agency-wide COOP.
- Complete after action reports, as necessary, for emergencies or EH incidents.
- Coordinate with the Communicable Disease and Epidemiology staff on overlapping emergency preparedness and response initiatives, such as foodborne illnesses, vector-borne and zoonotic disease investigations and other notifiable conditions.

Fiscal Management:

- Develop and manage EH budgets, fee structures, and contracts.
- Ensure fiscal accountability and compliance with funding requirements, including FPHS funding and state/federal grants.

Knowledge/Skills/Abilities:

- Regulatory leadership and enforcement:
 - Review, interpret, adopt and enforce public health statutes and rules
 - Develop local codes, fees, and policies
 - Ensure due process in inspections and orders
- Demonstrated depth across core EH programs (food, OSS, water rec, drinking water, solid waste), including plan review, surveillance, investigation and corrective action.
- Supervisory excellence:
 - Recruit, coach, and evaluate staff
 - Build high-trust teams and lead through change
 - Manage performance and conflict
 - Cultivate leaders



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- Project management:
 - Define scope, schedule activities, and budget
 - Manage risks/dependencies
 - Run cross-functional projects (IT modernization, fee reform, code updates, etc.)
 - Delegate staffing and time efficiently
- Quality improvement and performance management:
 - Apply the 10 Essential Public Health Services
 - Link EH activities to PHAB performance measures
 - Use data for decision-making
- Stakeholder engagement and communications:
 - Communicate technical/scientific information to policy makers, board members, regulatory entities and the public
 - Facilitate board actions and hearings
- Workforce development and technical competency:
 - Support staff credentialing (e.g., NEHA REHS/RS)
 - Mentor and cross-train staff
 - Ensure training needs (leadership, change management, environmental epi) are met
- Emergency preparedness:
 - Integrate EH into ICS
 - Enforce public health orders
 - Coordinate with emergency management and state partners during incidents
 - Maintain continuity of operations plan and develop after action reports
- High standard of integrity, ethics, and work performance for self and others.
- Ability to establish and maintain effective working relationships with co-workers, supervisees, other divisions, agencies, and the public.

Required Qualifications (Minimum): **

- Graduation from an accredited baccalaureate or postgraduate degree program with a minimum of 30 semester hours or its equivalent in the physical or biological sciences; or a baccalaureate or postgraduate degree program that is accredited by the National Environmental Health Science and Protection Accreditation Council (EHAC).
- A minimum of three years (3) experience in environmental public health or a field closely related.
- Demonstrated supervisory experience in environmental public health.
- Demonstrated experience serving on environmental health committees, task forces, or advisory groups.
- Active registration or license as an Environmental Health Specialist or Sanitarian or ability to obtain reciprocity as outlined by the Washington State Board of Registered Sanitations.
- Active credentialing as a REHS/RS as outlined by the National Environmental Health Association.

***A combination of the following; education, training and/or experience (which has provided both theoretical and practical knowledge) may be considered for equivalency ***



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Desired Qualifications:

- A master's degree in a field closely related to environmental public health or health policy from an accredited college or university.
- Advanced knowledge and understanding of the public health principles and practices including policy development, data-driven population-based decisions, assessment, epidemiology, laws, management, and administrative practices.
- A demonstrated knowledge of information technology and data management.
- Record of environmental health grant administration.
- Experience with GIS mapping and analysis.
- One Health experience or vision for developing a One Health program.
- Ability to speak and write in Spanish.

Physical Requirements:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job:

- Ability to operate a computer and other office productivity equipment; able to remain stationary at a computer or while driving for extended periods of time and move around their assigned workspace.
- Ability to comply with the health policy or requested accommodation.
- Frequently move or carry up to 25 pounds and occasionally move up to 50 pounds. Employee must be able to work within different temperature changes, indoors to outdoors in all weather conditions; moving between buildings and working around moving equipment/machines; occasionally ascend/descend a ladder or stairs as required.
- Work locations may include rough terrain, steep slopes, sewage and other locations that are difficult to access to conduct inspections and assessments.
- Occasionally maneuver through remote, wet/muddy and snow covered landscapes.
- May require day travel during all seasons.