

**JOB DESCRIPTION
CITY OF SPRINGFIELD**

**HUMAN RESOURCES DEPARTMENT
EMPLOYMENT AND
COMPENSATION DIVISION**

Job Title	Environmental Community <u>Health Planner</u>
Sch.& Grade	<u>PAT-10</u>
Class Code	<u>BE21</u>
FLSA Status	<u>Exempt</u>
Bargain Unit Elig.	<u>Not Eligible</u>
Occupational Group	<u>Health</u>

PRIMARY PURPOSE:

Plans, organizes, supervises and coordinates research and planning activities for one of two assigned Community Health program areas; performs research planning, statistical analysis, report development, response plan development and information gathering activities for the Health Department, assigned boards or regional partners and acts as special committee liaison.

SUPERVISION:

Under the general supervision of the Assistant Director of Health; supervises health planning staff.

DESCRIPTION OF WORK:

ESSENTIAL FUNCTIONS:

1. Serves as Health Department's representative to board and committee functions as assigned; ensures coordination with regional, state and federal partners as needed; attends meetings and serves as a staff resource person to specified boards, committees or specialized units.
2. Plans, designs, and executes assigned studies and research projects; compiles and catalogs documentation and prepares reports relating to environmental and community health issues.
3. Consults with other departmental supervisors and with other personnel of the City, County, State and Federal government, as well as private agencies, on assigned issues and supplies or collects appropriate information.
4. Collects assigned statistical information and organizes the data in readily usable arrangements; prepares periodic data summaries for managerial review.
5. Coordinates and guides special study groups or specialized program area established to develop reports and/or evaluations of environmental and community health issues as needed.
6. Participates in designated conferences, seminars and other meetings and fulfills public speaking assignments.
7. Uses computer applications to perform data analysis, word processing, publishing, graphics production and communications operations.
8. Reads, interprets, organizes and maintains files and references on a variety of information including records, manuals, regulatory periodicals, and other assigned topics.
9. Prepares reports and abstracts for release and publication.
10. Provides program and staff supervision; program supervision includes development of policy and procedure and providing direction and oversight to program area; staff supervision involves supervising and directing the work of assigned program personnel including planning and organizing work activities, evaluating performance, making recommendation for hire and recommending and implementing any appropriate disciplinary action.
11. Maintains a 24/7-response team as assigned.

IMPORTANT FUNCTIONS:

1. Travels to off-site locations for the purpose of conducting community research and planning.
2. Assists in the planning of community health clinics.
3. Attends conferences, workshops and seminars for professional development purposes.

Performs related work as required.

QUALIFICATIONS REQUIRED:

Any combination of education, training, and experience providing the following knowledge, skills, and abilities:

Knowledge

Economic and sociological influences impacting community health and the environment or principles and methods for use of biological agents and factors influencing communicable diseases depending on assignment; community resources and methods of assessment; statistical reasoning and research methodology; principles, problems and concerns relating to environmental and community health issues; supervisory methods and techniques; computer applications for publications, report writing, data analysis, and communications.

Abilities

Effectively execute planning activities including formulating and implementing policy and programs; exercise discretion and utilize sound, independent judgment regarding matters of significance including during critical event situations; make effective recommendations and decisions; utilize computer software applications such as word processing, data base, spreadsheet and desktop publishing; able to learn customized software applications and conduct extensive computerized research; speak effectively in front of groups; read, understand, and interpret a variety of written documentation; design, organize, conduct or coordinate scientific or technical studies; effectively lead and manage a work team; communicate effectively verbally and in writing; prepare and maintain required records and reports (including data analysis); prepare and present information at seminars and conferences as required; serve as a liaison and exhibit strong facilitation skills; develop and direct assigned questionnaires to various agencies and individuals for purpose of collecting statistical information including applicable health and environmental laws and regulations; deal effectively and courteously with associates, the general public and with various advisory boards; follow oral and written instructions; present an overall professional image; model and promote acceptance and respect for differences among employees and citizens; perform effectively as a member of a team in carrying out the City’s stated mission and philosophy; perform the essential functions of the job without posing a direct threat to the health and safety of others.

Experience, Education, and Training

Typically requires graduation from an accredited college or university with a Bachelor’s Degree in a public health related science or social science field such as Biology, Environmental Science, Epidemiology Sciences, Public Health, Nursing, Sociology, Bio-statistics, Land Use Planning, or Public Administration or related field plus four years professional experience in public health, emergency management, environmental regulation or assessment, or social planning and analysis. Experience in an area applicable to public health programs with a strong background and understanding of data analysis and report writing is required. A Master’s Degree may be substituted for one year of experience.

Physical Requirements

Performs bending, kneeling, sorting, twisting, and reaching from ground level to overhead; holds and grips objects; must be able to lift, push and pull up to approximately 30 pounds; must possess ability necessary to operate computer keyboard.

Working Environment

Primarily indoor with heating and cooling regulated in a general office environment. Subject to extreme weather conditions during on-site investigations.

Licensing/Certification

None required.

Miscellaneous Requirements

If operating a vehicle in the course of performing job duties, must possess a valid Missouri Motor vehicle operator’s license.

Last Revision:	February 9, 2012	GENERAL ORDINANCE NO. 4214
Comments:	Updated Abilities	Date: May 20, 1991

I have read the foregoing job description in its entirety and understand its contents. I can perform the essential functions outlined with or without reasonable accommodation under the Americans with Disabilities Act.

Signed: _____ **Date:** _____