



THE COUNTY OF PLUMAS IS
RECRUITING FOR AN
**ENVIRONMENTAL
HEALTH DIRECTOR**



Quincy, CA



ABOUT PLUMAS COUNTY

Plumas County is in the northern section of the Sierra Nevada foothills in Northern California with a population of about 19,800 people, spanning 2,613 square miles. Plumas County is known for its amazing outdoor recreation activities, including downhill skiing/snowboarding, cross country skiing and snowshoeing, fishing/hunting, hiking, mountain biking and many other activities, making it an ideal destination for the outdoor enthusiast. Plumas is a General Law County, governed by a five-member Board of Supervisors.

THE COMMUNITY

Plumas County is located near the northeast corner of California where the Sierra and the Cascade mountain ranges meet. The Feather River, with its several forks, flows through the county. Plumas County offers an abundance of recreational activities, art and entertainment and offers the lifestyle that is becoming the choice of many Americans. Our area offers a standard of living found in close-knit communities

enjoying a rural family and business lifestyle.

Nestled against the western slope of the Sierra Nevada Mountain range, Quincy, the Plumas County seat is tucked at the edge of the lush American Valley. Quincy, being the largest community in Plumas County, with a population of approximately 5,500, is located midway between Oroville, CA and Reno, NV on all-weather Scenic Byway - State Route 70, at the top of the Feather River Canyon.

Quincy is known for its attractive downtown buildings that have been made the focus of preservation and restoration. The four-story courthouse building on Main Street is the county's most dominant and impressive structure (not the oldest). Built in 1921, it features marble pillars and staircase and a beautiful 2,000 lb. bronze and plate glass chandelier (only part is still in use).

The front and rear courtyards have expansive grassy lawns with benches for sitting areas which make it a favorite location for local events such as the Main Street Christmas Sparkle and Tree lighting.

A Community College is located .5 miles from town - Feather River College - which is a two-year

college located in a mountain setting overlooking the splendid valley. Plumas County's 1,000 miles of streams and more than 100 lakes of the Feather River watershed make for diverse recreational options. The area offers a wide variety of outdoor activities including mountain biking, snowmobiling, cross-country skiing, fishing, camping, hiking, motorcycling and water sports. The Pacific Crest Trail stretches from Mexico to Canada - seventy-five miles of which extends across the Plumas National Forest and crosses two major canyons (the Middle Fork and North Fork of the Feather River). PCT crosses the Bucks Lake path as well for trail aficionados.

Enthusiasts enjoy these areas in the winter, spring, summer and fall. Recreation areas also include but are not limited to Round Valley Reservoir, Lake Davis, Gold Lake, Bucks Lake, Antelope Lake, Lakes Basin, Butt Lake and Frenchman's Lake.

These destinations offer a wide selection of eateries, lodging, points of historical interest, bird watching, gold panning, golf courses, and vast rejuvenation options in its diverse communities, which cover approximately 2,600 square miles in total.



COUNTY GOVERNMENT

The Plumas County Board of Supervisors oversees management of county government and many special districts including Flood Control, the Community Development Commission, lighting districts, county service areas and sewer maintenance districts. The five supervisors are elected by constituencies of each district, serving all citizens of Plumas County during a four-year term. The Clerk of the Board of Supervisors provides support to the Board of Supervisors and information to the public.

Plumas County provides a full range of services and maintains a workforce of approximately 450 employees. For a list of County departments please visit: <https://www.plumascounty.us/8/Departments>.

THE POSITION

Under general direction, plan, organize, administer and supervise County Environmental Health Department and activities; assign, coordinate, and schedule Environmental Health investigations, inspections and enforcement activities; perform a variety of the more difficult, complex, and specialized assignments in the Department; represent the County on various issues and policies impacting environmental health services; provide administrative support for the Board of Supervisors and/or the County Administrative Officer; and perform related work as required.

Distinguishing Characteristics:

This is a single-position class responsible for the day-to-day operations of the County's Environmental Health functions and programs. The position's primary emphasis is on program development and implementation, staff supervision, budget preparation and administration, and program administration for the assigned areas.

Reports to:

Board of Supervisors through the County Administrative Officer.

Classifications Directly Supervised:

Administrative Assistant I/II, Department Fiscal Officer I/II, Environmental Health Technician I/II, Environmental Health Specialist I/II/III, Hazardous Materials Specialist I/II/III.

Examples of Duties:

- Develops, recommends, and administers Department goals, objectives, policies and budgets.
- Controls fiscal expenditures and revenues.
- Hires, supervises, evaluates, and insures proper training of Department staff in accordance with County Personnel Rules and state and federal guidelines.
- Maintains Environmental Health programs in compliance with state and federal regulations and standards.
- Provides technical expertise on assigned functions to the public, community organizations, other County staff, and a variety of government agencies.



- Enforces Environmental Health laws and regulations.
- Prepares and administers grants.
- Reviews and/or prepares a variety of staff reports for the Board of Supervisors and other agencies.
- Develops ordinances and resolutions for adoption.
- Reviews and comments on proposed state laws or regulations.
- May serve as an expert witness in Court actions.
- Keeps current on changes in Environmental Health laws and regulations.
- Performs routine, complex, and sensitive inspections.

Typical Physical Requirements:

Sit for extended periods; frequently stand and walk; crawl through various areas on hands and knees; stand, walk, or crouch on narrow and slippery surfaces; climb ladders, stairs, and scaffolding; normal manual dexterity and eye-hand coordination; lift and move object weighing up to 25 pounds; corrected hearing and vision to normal range; verbal

communication; use of office equipment including computers, telephones, calculators, copiers, and FAX.

Typical Working Conditions:

Work is usually performed in an office environment; some work is performed in varying temperature and humidity; exposure to high levels of noise; some exposure to dust; continuous contact with staff and the public.

Desirable Qualifications:

Knowledge of:

- Methods, techniques, and practices of federal, state, and local environmental health program implementation.
- Laws, codes, rules, regulations, and ordinances governing environmental health, sanitation, and hazardous wastes.
- Purposes, requirements, programs and practices of state and federal agencies overseeing environmental health activities.
- Principles of project planning, program development, monitoring, and evaluation.
- Budget development and expenditure control.
- Principles of public administration, supervision, training, and employee evaluation.
- Chemical, biological, physical, and environmental sciences.

- Computerized database and information systems.

Ability to:

- Plan, organize, coordinate, implement, and administer County environmental health programs.
- Develop, implement, oversee, and carry out a variety of local services and programs in compliance with state and federal standards.
- Analyze and interpret laws and regulations related to assigned areas of responsibility.
- Gather, organize, analyze, and present a variety of data and information.
- Prepare, clear, concise and accurate records and reports.
- Communicate clearly and concisely, both orally and in writing.
- Communicate with others from diverse socioeconomic and cultural backgrounds.
- Develop community resources and programs.
- Effectively represent assigned programs and services in contacts with the public, community organizations, other County staff, and other government agencies.
- Establish and maintain cooperative working relationships.

Training and Experience:

Qualifications needed for this position:

- Five (5) years of responsible experience in Environmental Health investigation, inspection, and enforcement work, preferably including at least one (1) year in an administrative or supervisory capacity.



- And an equivalent to graduation from a four (4) year college or university with a major in biology, chemistry, physics, environmental science, or a closely related field.

SPECIAL REQUIREMENTS

Possession of valid Environmental Health registration issued by the State Department of Public Health.

Possession of a valid California Driver's License issued by the California Department of Motor Vehicles. The valid California Driver's License must be maintained throughout County employment.

All County of Plumas employees are designated Disaster Service Workers through state law (California Government Code Section 3100-3109). Employment with Plumas County requires the affirmation of a loyalty oath to this effect. Employees are required to complete all Disaster Service Work related training as assigned, and to return to work as ordered in the event of an emergency.



COMPENSATION & BENEFITS

Current Annual Salary: \$99,840 - \$121,347

The County offers a benefits package that includes:

- Health Insurance (medical, dental, vision, life): The County pays a portion of health care costs.
- CalPERS Retirement: Classic member, 2% at 55; PEPRRA member, 2% at 62.
- Longevity: Step increase of 5% at 7, 10, 14, 18 and 21 years of service.
- Vacation Leave: 10 days 1st and 2nd year, 15 days 3rd through 7th year, 21 days 8th year and thereafter.
- Sick Leave: 1 1/4 days per month (no limit of accrual).
- Cash out or health premium conversion options available upon meeting specific requirements.
- Bereavement Leave: 5 days per incident for defined family members.
- Holidays: 14 paid holidays per year.
- Administrative Leave: 40 hours.

APPLICATION PROCESS

To be considered for this outstanding opportunity, please submit a completed Plumas County application form, cover letter and comprehensive resume, along with five (5) professional references to MRG at apply@solutions-mrg.com. The application form can be downloaded at the Plumas County website. References will not be contacted until we ask for authorization.

ACCOMMODATIONS FOR APPLICANTS WITH DISABILITIES

Applicants who require an accommodation during the application process due to a disability recognized under the Americans with Disabilities Act (ADA)/CA Fair Employment and Housing Act (FEHA) should notify Teri Silva at teri.silvamanagementgroup@gmail.com or (831) 419 - 4684.

EQUAL EMPLOYMENT OPPORTUNITY

Plumas County is an Equal Opportunity Employer and does not discriminate against persons on the basis of race, color, religion, national origin, sexual orientation, gender identity, pregnancy, genetic information, marital status, age, disability or veteran's status.

APPLICATION DEADLINE:

Priority deadline:
August 9, 2024
or until filled

CONTACT:

teri.silvamanagementgroup@gmail.com

Phone: (831) 419 - 4684

WEBSITE:

www.plumascounty.us

Prepared for the County of Plumas by Municipal Resource Group, LLC (MRG).



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