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*Benton-Franklin Health District is an
Equal Opportunity Employer*

BFHD Values

Excellence:

We deliver the highest quality services incorporating community assessment data and evidence based practices to produce the best possible health outcomes.

Diversity:

We feel a stronger community is based on engaging all cultures, attitudes, and beliefs.

Communication and Collaboration:

We share information and talents to best serve our community.

Integrity and Accountability:

We make informed decisions to earn the trust of those we serve and strive to do what's right.

Effectiveness: We maximize resources to provide proactive and relevant services that improve our community's health.

Drug-Free Workplace

*Benton-Franklin Health District is a
drug-free, tobacco-free workplace.*

Mission: BFHD provides all people in our community the opportunity to live full productive lives by promoting healthy lifestyles, preventing disease, reducing injury and protecting our environment.



Senior Manager Environmental Health

Hours: Full-time, 40 hours per week
Salary: \$7022.00
Closing Date: December 16, 2016

The Position

DEFINITION: Under the direction of the Administrator responsible for planning, developing, monitoring and evaluating operation of one or more units, programs or functions, or leading one or more project work teams involving multi-disciplinary coordination. Develop, implement and monitor operational goals and objectives, and policy and procedures in alignment with the District's strategic direction. Work involves managing, directing, developing and evaluating a diverse group of staff inclusive of personnel covered by labor agreements.

ESSENTIAL JOB FUNCTIONS:

- Performs tasks related to overseeing Preventive Health, Environmental Health or Laboratory programs as directed by the Administrator and Health Officer.
- Provide leadership and direction to multi-disciplinary program supervisors, staff or project teams inclusive of union employees.
- Participates as an active member of the District management leadership team to set agency wide public health goals.
- Engage in strategic planning at the program and agency level.
- Develop, prioritize, implement and monitor program or project goals and objectives.
- Develop and manage complex program budgets, including recommendations to support fee schedule adjustments, identify revenue generating sources, and recommend program staffing levels.
- Attend Board of Health meetings and executive sessions to provide information to the governing entity regarding public health, and labor/union activities related to public health.

- Attends confidential strategic negotiation preparation meetings as a member of the management bargaining team with the management labor attorney; attends collective bargaining sessions as part of management team; engages in preparing management labor negotiation proposals; works with management team to analyze union proposals and counter proposals; provides to management team analyses of working conditions issues for labor negotiations.
- Advises management team about labor agreement compliance issues and solutions. Investigates and drafts responses to grievances.
- Negotiate and manage grants, interagency agreements or similar revenue contracts.
- Develop and manage contracts, including scope of work, Request for Proposal, and contract management.
- Mentor, coach and manage supervisors and line staff, including hiring recommendations, training, performance evaluation and assist with investigation and resolution of disciplinary matters impacting union personnel as well as non-union personnel.
- Guide supervisors to develop employee training to meet changing system or program demands. Provide continuing opportunities for growth and development of staff through support, training opportunities and open communication.
- Identify and manage agency project/program data needs, and perform data analysis to develop recommendations for quality improvement and implementation efforts.
- Develop, interpret, advise and implement regulations, policies and procedures agency wide inclusive of impacting union personnel.
- Collaborate with stakeholders to achieve program or project goals and objectives regarding assurance strategies, regulatory and compliance issues, and prevention and treatment strategies.
- Develops and maintains effective working relationships with various community and professional organizations. Represents the health district on committees, councils, and task forces. Coordinate the District's programs with other service providers at the state, county and city level.

KNOWLEDGE, SKILLS AND ABILITIES: Must be able to establish and maintain effective working relationships with a diverse population of clients, community based agencies, and departmental personnel. Requires skill in communicating effectively both orally and in writing to include giving public presentations, addressing governing boards and community forums, and compiling written reports and speeches. Knowledge of effective leadership principles and managerial practices. Skill in analyzing, compiling, and assessing data, e.g., budgets, goals and objectives, grants and contracts, etc. Ability to interpret and apply federal, state and local laws and regulations, and departmental policies and procedures

The Requirements & Selection Process

MINIMUM QUALIFICATIONS: Bachelor's Degree in a related health field, business management or public administration. Ten years of experience in public health with knowledge of clinical practices and environmental health issues. Five years of supervisory experience, including leadership responsibility for varied technical, professional and administrative staff.

SELECTION PROCESS: The most qualified applicants, based in part upon evaluation of the completed application and related information will be invited for an interview. Applications should be submitted to the Human Resources Manager, Lisa Wight, 7102 W. Okanogan Place, Kennewick, WA 99336.

Goal 1:

Excel at internal communication, external communication, and customer service

Goal 2:

Advance the agency's ability to reduce & prevent chronic diseases and injury across the life-course

Goal 3:

Expand partnerships with businesses, community organizations, and government agencies.

Goal 4:

Enhance Technology and Infrastructure.

Goal 5:

Manage our resources with fiscal responsibility and efficiency through a transparent, comprehensive process.

Goal 6:

Strengthen the resilience and culture of our workforce.