CITY OF SAN ANTONIO
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111 Plaza De Armas, San Antonio, Texas 78205
(210) 207-8108 Job Line (210) 207-7280
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Environmental Health Services Administrator

The City of San Antonio is recruiting for an Environmental Health Services Administrator. This position functions under general direction and is responsible for the budgetary, management and administrative oversight of the following divisions within the Environmental Health Services area: Food and Environmental Health including Vector Control, the Public Center for Environmental Health, the Environmental Health and Wellness Center, the Public Health Regional Laboratory including the Bio-safety Level 3 Laboratory, and the Public Health Emergency Preparedness Program for the San Antonio Metropolitan Health District.

Essential job functions include, but are not limited to the following: Manages the activities of the Food and Environmental Health Services area of the San Antonio Metropolitan Health District; develops and administers the budget of respective divisions within the assigned area; develops and implements policies and procedures to ensure optimal function within divisions; monitors the assigned area's performance to include custodial care and relevant manufacturing operations; evaluates the division managers; attends and participates in public hearings and meetings related to Environmental Health Services area; develops and conducts presentations to City Council, community groups, and organizations; prepares news releases and grants interviews to radio, television, and the print media; develops and maintains emergency response plans to natural disasters, pandemic outbreaks, man-made disasters or health epidemics, etc. as related to Environmental Health Services area; responds and takes the lead in the event of community-wide emergencies through the Emergency Management Center and Incident Command Structure; and represents the SAMHD at a variety of meetings, functions, and events.

The ideal candidate should possess current knowledge and understanding of applicable regulatory functions, and how to effectively manage Food Sanitation, Environmental Health, and Vector Control within the Environmental Health Services area. Proficient in the development and implementation of policies and procedures within each division and across divisions within the Service Area to maximize efficiencies and ensure compliance with each division's respective certification agencies. Ability to respond rapidly and effectively during a bio-terrorism event, working with the Public Health Emergency Preparedness Division to develop resources and skills in maximizing response efficiency. Experienced in the administration of general fund budgets as well as complex grants in compliance with Federal, State, and local environmental protection laws. This position requires that the successful candidate possess a Master's Degree from an accredited college or university with a minimum 15 hours of basic Science, Nursing, Community Health Care, Public Health, Natural, Environmental or Food Science or any combination thereof. Five years of increasingly responsible experience in environmental and public health, to include three years of administrative/managerial experience. A valid Class "C" Texas Driver's License or ability to obtain a valid one within thirty (30) days after becoming a resident of the State of Texas is also required. All job offers are pending satisfactory results from pre-employment drug testing, and reference, background, and credential verification.

Salary ranges from $51,924 to $77,892, depending on experience and qualifications. Benefits include subsidized healthcare coverage, retirement plan, life insurance, paid leave and voluntary benefits. This position is exempt from Civil Service and subject to at-will employment status.

Apply with cover letter, resume (detailing work and education history, including dates for work assignments) and three to five work reference with contact information to: City of San Antonio Human Resources Department, Attention: Brenda Evans, Human Resources Analyst, P.O. Box 839966, San Antonio, TX 78283. Candidate information may also be submitted in-person Monday through Friday (excluding holidays) from 7:30 AM to 5:15 PM, at the Human Resources Department located at 111 Plaza de Armas in downtown San Antonio. **Opened Until Filled.**

For additional information contact Brenda Evans at (210) 207-7978