REVISED: 10/07/01

OHIO CLASSIFICATION SPECIFICATION Developed for Equal Opportunity	CLASS TITLE: Public Health Sanitarian Administrator	CODE: 01035
	MAJOR AGENCIES: General Health Districts	JURISDICTION: County

FUNCTION: Under general direction from health commissioner or other administrative supervisor, plans, develops & administers entire environmental health & sanitation program, supervises subordinate personnel, works with other public officials & groups to promote improved environmental health programs, provides technical assistance to environmental health advisory boards, monitors budgetary matters, writes complex reports & prepares & delivers speeches, performs environmental health & sanitation inspections;

-PERFORMS RELATED DUTIES AS REQUIRED

RANK	% OF TIME	JOB DUTIES	MAJOR WORKER CHARACTERISTICS
1		Plans, develops & administers entire environmental health & sanitation program (e.g., inspections & investigations including environmental health testing for insanitary conditions & non-compliance with state & local public health laws & regulations, enforcement orders for non-compliance with public health laws, licensing of owners & operators, construction permits for sanitary installation), monitors budget, assists health commissioner or other administrative superior in monitoring expenditures to ensure fiscal responsibility, recommends policies & procedures for environmental health & sanitation programs.	Knowledge of (1) management, (2) manpower planning, (3) public relations, (4) agency policy & procedures for abatement of insanitary health conditions, (5) physical &/or biological sciences (e.g., microbiology, biology, bacteriology, chemistry, epidemiology), (6) state & local public health laws, regulations & related processes, (7) sanitary installation engineering, (8) budgeting*; skill in (9) use of environmental health testing equipment (e.g., probe thermometer; pool test kit); ability to (10) deal with many variables & determine specific action, (11) use proper research methods to gather data, (12) handle sensitive inquiries from & contacts with officials & general public. (*) Developed after employment.

UNUSUAL WORKING CONDITIONS: May encounter unsanitary working conditions; requires travel.

MINIMUM CLASS REQUIREMENT (including license, if any.): Certificate of registration as sanitarian issued by Ohio State Board of Sanitarian Registration in accordance with Chapter 4736. of Revised Code 4736. or eligible for registration as sanitarian in accordance with Chapter 4736. of Revised Code & must acquire certificate as registered sanitarian prior to engaging in practice of environmental health; in addition to proceeding, must meet one of following options: Completion of undergraduate degree from accredited college or university including at least 45 quarter or 30 semester units of science; 24 mos. exp. as sanitarian; valid driver's license. -Or completion of undergraduate degree from accredited college or university with core program in environmental health science which included an internship program approved by State Board of Sanitarian Registration; 12 mos. exp. as sanitarian; valid driver's license. -Or completion of graduate degree from accredited college or university including at least 45 quarter or 30 semester units of science; 12 mos. exp. as sanitarian; valid driver's license.
-Or, in addition to certificate of registration, 12 mos. exp. as Public Health Sanitarian 2, 01033.
-Or in addition to certificate of registration, 6 mos. exp. as Public Health Sanitarian Supervisor, 01034.

Training & Development: License for sanitarian must be renewed annually in accordance with 4736.11 of Revised Code. Eighteen (18) hours continuing education credits must be obtained annually in accordance with Ohio Administrative Code 4736.11-03.

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RANK	% OF TIME	JOB DUTIES	MAJOR WORKER CHARACTERISTICS
2		Supervises subordinate personnel (e.g., assigns, reviews & evaluates work, provides training, provides technical advice, counsels employees to improve performance, resolves disciplinary issues).	Knowledge of 3, 4, 5, 6, 7, (13) supervision, (14) employee training & development; skill in 9; ability to 10, 11, 12, (15) establish friendly atmosphere as division or large section chief.
3		Provides technical & administrative assistance to advisory boards concerning environmental health programs; works with public officials, civic & professional groups to promote improved environmental health programs & to respond to inquiries, coordinates inter & intra-organizational programs (e.g., clean-up campaigns, litter control, insect control).	Knowledge of 3, 4, 5, 6, 7; skill in 9; ability to 10, 11, 12.
4		Writes detailed complex reports (e.g., administrative, technical, informative) concerning environmental health & sanitation matters; prepares & delivers speeches before public, civic & professional groups concerning public heath & sanitation programs; performs related work as required.	Knowledge of 3, 4, 5, 6, 7; skill in 9; ability to 10, 11, 12, (16) develop complex reports & position papers, (17) prepare & deliver speeches before specialized audiences & general public.
5		Performs environmental health & sanitation inspections on various premises, facilities & environmental health systems to ensure & enforce compliance with applicable state & local laws & regulations.	Knowledge of 3, 4, 5, 6; skill in 9; ability to 11, 12, (18) deal with many variables & determine specifications.