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**EL PASO COUNTY, CO PUBLIC HEALTH  
ENVIRONMENTAL HEALTH SERVICES DIVISION DIRECTOR  
POSITION SPECIFICATIONS**

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**CLIENT**

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**El Paso County Public Health** is based in Colorado Springs, Colorado and serves the estimated 722,490 residents of El Paso County and visitors. El Paso County includes the cities and towns of Colorado Springs, Manitou Springs, Calhan, Fountain, Green Mountain Falls, Monument, Palmer Lake and Ramah. The median age of El Paso County residents, according to the 2019 Census Bureau, is thirty-four. Eighty-three percent of residents are white, eighteen percent are Hispanic, seven percent are Black, five percent are two or more races, and five percent are other races.

**El Paso County Public Health** was established in 1872 as a City Health Department, and then became an organized County Health Department in 1939. **Public Health** provides a broad spectrum of services to address ongoing and critical public health and safety issues.

**El Paso County Public Health** is organized in three major divisions: **Disease Prevention & Health Promotion, Health Services, and Environmental Health**. **El Paso County Public Health's** programs include both those mandated by state statute as well as those that reflect the unique needs of El Paso County. **Public Health** accomplishes this mission by focusing on the Ten Essential Public Health Services, which fall under three general categories: assessment, policy development and assurance.

**El Paso County Public Health** embraces the following Mission, Vision & Values:

**Mission** – *Our mission is to promote and protect public health and environmental quality across El Paso County through people, prevention and partnerships.*

**Vision** – *Our vision is for all El Paso County residents to live in thriving communities where every person has the opportunity to achieve optimal health.*

**Values-**

- *Integrity*
- *Service Excellence*
- *Collaboration*
- *Data-Driven*
- *Respect*

**El Paso County Public Health** is governed by a 9-member Board of Health. The Board members are all volunteers appointed to their roles by the Board of County Commissioners. The Board of Health is responsible for establishing policies, approving budgets and the appointment of the Public Health Director, Susan Wheelan.

For more information regarding **El Paso County Public Health**, please refer to [www.elpasocountyhealth.org](http://www.elpasocountyhealth.org)

**ABOUT COLORADO SPRINGS**

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Colorado Springs, the State of Colorado's second most-populous metropolitan area is situated on the eastern edge of the southern Rocky Mountains with 14,115 foot Pikes Peak looming over the City. Colorado Springs is the county seat of El Paso County and home to the U.S. Air Force Academy, the U.S. Olympic and Paralympic Committee, the Olympic Training Center, USA Swimming, USA Hockey, the popular Garden of the Gods, and the acclaimed, five-star Broadmoor Hotel and Resort. Colorado Springs is also home to a number of major military installations, including Fort Carson and Peterson Air Force Base. The City has a vast network of parks, trails, open spaces and easy access to all the recreational pursuits the State of Colorado is renowned for. Colorado Springs is consistently named one of America's most desirable places to live by numerous publications.



## THE OPPORTUNITY

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**El Paso County Public Health** seeks a mission-focused, passionate, service-minded **Environmental Health Services Division Director** (the **EHSD Director**). The **EHSD Director** leads and manages the ongoing development and implementation of environmental health programs and services with integrity, professionalism, positivity, dedication and compassion. He/she will be expected to stay current with emerging public health issues, environmental impacts, and evidence-based, best practices to address issues. The **EHSD Director** must remain well-informed on local, State, and national regulations to properly educate, enforce, and protect the health of the community. The **EHSD Director** will identify and implement proactive approaches to maintain and improve community health.

The **Environmental Health Services Division** is broken into three program areas. Managers lead each area and all report to the **EHSD Director**. The program areas are:

- Food Safety
- Water Quality and Environmental Health Planning
- Body Art, Air Quality & Childcare Inspections

The total staff complement of the **Environmental Health Services Division** is 35 FTEs and contracted staff.

Key responsibilities of the **EHSD Director** are:

- Develops, implements and maintains a variety of environmental health programs to meet the current and projected needs of El Paso County and the **Public Health Department**.
- Serves as a member of the Leadership Team for the **Department**. Assumes joint responsibility for overall direction and strategic planning of environmental health services. Advises the Public Health Director in matters concerning program objectives, program concerns, merging issues, environmental and public health trends, and environmental services needs and gaps within the community.
- Develops, coordinates, implements, and evaluates strategic planning initiatives and the necessary resources to accomplish those plans in accordance with the **Department's** Mission, Vision, and Values.
- Directs program operations within the **Environmental Health Division**. Responsible for the implementation and oversight of policies, procedures, objectives and evaluation criteria for each program area; monitors and evaluates ongoing programs to assess program effectiveness, quality of service, and cost justification.
- Ensures compliance with and enforcement of environmental health laws, rules and regulations of the Colorado Department of Public Health and Environment (CDPHE), the El Paso County Board of Health, and **El Paso County Public Health**. Provides direction to staff and makes recommendations to leadership regarding interpretation of laws, regulations, and policies and procedures for legal enforcement. Ensures proper implementation of the methods, techniques, and procedures utilized in investigation, analysis, evaluation, and enforcement of environmental standards.

- Supervises, mentors, and evaluates professional, technical, and administrative personnel within the **Division**. Participates in hiring and disciplinary process. Identifies current and future staff development needs and training opportunities. Models professionalism to department staff.
- Responsible for proactive and timely responses to emerging issues and public health topics by establishing clear priorities and mobilizing necessary staff and resources.
- Collaborates with the Office of Communication staff to inform and educate the community via media outlets, online platforms, and traditional tactics.
- Supervises and participates in the preparation of reports and statistical information for assessment and planning of needed services; presents to the County Board of Health, Board of Commissioners, city and town councils, CDPHE, and other outside agencies.
- Establishes and manages the **Division's** operating budget (approximately \$3 million) ensuring compliance with policies and procedures of the **Department**; reviews monthly revenue and expense reports and mentors program managers in areas of grant and budgeting management.
- Reviews and proposes changes of environmental health fees to the Board of Health annually.
- Reviews or develops and oversees **Division** grants, contracts and memoranda of understanding to ensure performance objectives are met.
- Monitors proposed State and federal legislation and regulations and provides input to County legislative liaison, Board of Health, and professional associations.
- Develops and maintains solid working relationships with CDPHE; consults with and updates CDPHE, as appropriate.
- Develops strong community partnerships to address environmental health issues. Coordinates activities and collaborates with other County departments and divisions, State agencies, and community service groups; represents the **Department** on community and State advisory and planning boards and participates in various **Department** and community committees or special projects, particularly as they relate to environmental health.
- Participates in departmental emergency planning and response activities.
- Promotes public health within the community.
- Takes personal responsibility to provide exceptional customer service in order to promote and maintain a positive Public Health image, constructive working environment, and foster pride and professionalism in the workplace and community.
- Performs other duties as required.

## **PROFESSIONAL EXPERIENCE AND QUALIFICATIONS**

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- A Bachelor's degree preferably in public health, environmental health, business or related field is required. An advanced degree is preferred.
- Substantial (ideally 8 or more) years of progressively responsible experience, preferably in public or environmental health.
- Three or more years' experience leading, mentoring and supervising staff.
- Experience conducting regulatory inspections is highly desired.

- Current Registered Environmental Health Specialist (REHS) designation by the National Environmental Health Association (NEHA) is preferred.
- Demonstrated experience in the administration and implementation of programs, including developing strategic plans, work plans, budgets and project management.
- Ability to organize projects, seek input, communicate and delegate tasks, and engage and motivate a broad spectrum of stakeholders, frequently under deadline pressure.
- Ability to identify emerging issues and potential impacts, then gather and distill information/data for presentation to decision makers that allows for an informed decision to be made.
- Demonstrated ability to establish, develop, and sustain cooperative, professional relationships with a variety of local, State, and regional organizations including governmental and regulatory agencies, industry and community-based organizations.
- Skilled in prioritizing and organizing multiple tasks and the ability to complete projects in a timely manner. Ability to respond in a flexible manner and reprioritize work as situations change.
- Ability to demonstrate sound judgement by taking appropriate actions regarding questionable findings or concerns. High level of analytical ability required to identify, develop, and select alternative solutions to complex issues.
- Skilled in employee engagement and management including supervision, training team-buildings, and conflict management.
- Demonstrated financial management skills; knowledge of practices and procedures for planning and formulating departmental budget and monitoring related expenses.
- Ability to maintain the security of sensitive and confidential information.
- Ability to work both independently and within a team environment.
- Ability to perform under stress and when confronted with persons acting under stress.
- Skilled in various software packages including the Microsoft Office Suite of applications.

## **PERSONAL CHARACTERISTICS**

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- A leader with unquestioned integrity and character while also exhibiting an approachable, humble and inclusive persona; seeks and welcomes input from team members.
- Capable, results-driven and hard-working individual who is also intellectually curious and able to contribute new ideas for continuous improvement of the organization.
- A problem solver; does not shy away from difficult decisions and is fair, equitable and data-driven in reaching issue resolution.
- Capable of working with a high-level of detail.
- Excellent written and oral communication skills; skilled in writing and maintaining accurate records, reports, and plans to meet management objectives.
- Creative, proactive and solutions-oriented individual.

## COMPENSATION AND BENEFITS

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The compensation range for this position is \$82,900 to \$124,380 annually, with a typical hiring range of \$96,300 to \$107,000. Exact salary will be determined based on professional experience. El Paso County will also offer the successful candidate a comprehensive benefits package. More details can be found at <https://admin.elpasoco.com/financial-services/employee-benefits> and <https://retirement.elpasoco.com>.

## APPLICATION PROCESS

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EFL Associates, an executive search firm, is assisting **El Paso County Public Health** with this important search. All calls and inquiries should be made through the search firm representatives listed below. Referrals and applications will be held in confidence. Review of applications will begin immediately and will continue until the position is filled.

## NON-DISCRIMINATION

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Our client and EFL Associates firmly support the principle and philosophy of equal opportunity for all individuals, regardless of age, race, gender, sexual orientation, creed, national origin, disability, veteran status or any other protected category pursuant to applicable federal, state or local law.

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