

## PUBLIC HEALTH DIRECTOR

DISTINGUISHING FEATURES OF THE CLASS: This is a department head position involving responsibility, under appropriate medical consultation, for planning, administering and managing a local public health program. The incumbent has responsibility for the professional and financial operation of the agency. The work is performed under administrative direction received from the Board of Supervisors. Administrative supervision is exercised over the work of agency professional, technical and other staff. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only) Plans and organizes a local public health program including the identification, influence and treatment of disease and disease trends in the County; Administers a local health program; Reports departmental activities to the Health Services Advisory Board and the Professional Advisory Committee and recommends action to be taken; Establishes and carries out departmental policies in consultation with the Advisory Committees, the State Department of Health, and the professional staff of the department; Recruits staff qualified to provide the quality and quantity of services which the agency offers to patients in their place of residence; Establishes and collects fees from patients, persons or agencies for services rendered; Renders fees collected to the County Treasurer; Interprets and implements the policies of the State Department of Health; Prepares annual budget and makes fiscal recommendations to the Health Services Advisory Board and the Board of Supervisors; Authorizes and supervises departmental expenditures; Prepares and negotiates agreements and contracts to provide agency services or to secure services needed by the agency; Prepares descriptions for each category of employed or contracted positions to clearly identify the scope of practice, responsibility and accountability of the individual accepting the position; Coordinates the provision of health care services with other health and human services agencies and personnel; Develops and implements policy and procedure manuals for the Nursing Service; Speaks before civic groups and community organizations concerning the functions and activities of the agency; Prepares and issues public relations material regarding Public Health Nursing Service activities; Coordinates department data collection, evaluation and interpretation for the purpose of preparing budgets, proposing programmatic or personnel changes and developing grant applications; Oversees the collection and recording of information relating to births, deaths and other statistics relevant to planning a health care program; Coordinates the preparation of reports as required by State Health Department; Participates in regional and local professional meetings and conferences to keep abreast of and coordinate health care developments and services.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Comprehensive knowledge of the principles, practices and terminology of public health administration; Comprehensive knowledge of current nursing practice and administration, public health program administration, health economics and legislation; Thorough knowledge of the principles and practices of health care management; Working knowledge of research methods; Ability to direct and evaluate the programs of a public health agency; Good knowledge of local government organization and operations; Ability to plan, organize and direct the activities of others; Ability to establish and maintain effective working relationships with County Supervisors, officials and heads of community health and human services agencies; Ability to prepare the department budget and monitor expenditures; Ability to deal with the public on projects related to public health; Ability to interpret existing and proposed health programs as they affect public health nursing; Ability to prepare and analyze various types of technical and statistical reports; Ability to understand, issue and carry out complex, oral and written instructions; Ability to maintain a high standard of professional ethics; Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

Licensure and current registration to practice as a Registered Professional Nurse in New York State,  
AND

- A. A master's degree in public health or a related field; AND
- C. Three years of administrative nursing experience in a public health program; OR
- D. An appropriate combination of education and experience deemed equivalent by the State Commissioner of Health.

NOTE: Appointments to the position of Public Health Director and the appointment and arrangements for the medical consultants are subject to approval by the State Commissioner of Health. Persons occupying a similar position as of January 1, 1979 with current health department certification shall be considered as meeting the qualifications of this position.

Adopted 4/21/95

Revised 4/16/99

Reviewed 2/1/02