

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, organizes and administers a local public health program including the identification, influence, education and treatment of communicable and chronic disease and disease trends in the County; 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; 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 provider contracts 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; Oversees the provision of health care services with other community agencies and personnel; Develops and implements policy and procedure manuals; 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; Oversees 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 , public health program administration, health economics and legislation; Thorough knowledge of the principles and practices of public health 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 prepare the department budget and monitor revenue and expenditures; Ability to deal with the public; Ability to organize, analyze and evaluate communicable disease and public health data and implement appropriate interventions; Ability to identify complex problems and review related information to develop and evaluate options and implement solutions; Must have excellent oral and written communication skills; Ability to work effectively with individuals, families and professionals; Ability to maintain a high standard of professional ethics; Tact and courtesy; Superior judgement; Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

A. Masters degree in public health from a regionally accredited or New York State registered college or university that demonstrates the core competencies of a public health education (Biostatistics, Environmental Health Sciences, Epidemiology, Health Policy and Management, and Social and Behavior Sciences); OR

B. Masters degree in a related field from a regionally accredited or New York State registered college or university. Related fields include public health nursing, health administration, community health education or environmental health; AND

C. Two years of administrative experience in a health related organization or government agency that demonstrates that the candidate possesses the knowledge and skills necessary to administer public health programs including workforce and budget management, effective communication, effective establishment and implementation of policy or business goals, and compliance with legal requirements.

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

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Reviewed 2/1/02

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