

PUBLIC HEALTH DIRECTOR

DISTINGUISHING FEATURES OF THE CLASS: This is a department head position involving responsibility for initiating, planning, and directing a local public health program. The Public Health Director is responsible to the State Health Department for the implementation and enforcement of the State and County Sanitary Code and other public health programs, and responsible to the County Board of Legislators for the implementation of financial, personnel, and administration policies. General Supervision is exercised over the environmental health, medical and public health nursing services of the Health Department. The Incumbent does related work as required.

TYPICAL WORK ACTIVITIES:

- Plans, directs, and administers local public health programs based on a Community Health Assessment and Municipal Public Health Services Plan approved by County Administration and New York State Department of Health;
- Enforces state and local laws, regulations and standards and ensures agency compliance with above;
- Interacts with federal, state, and local government officials, boards, and advisory councils, medical scientific and other professionals, lay groups, and individuals;
- Develops and implements department wide policies on fiscal, personnel, purchasing and related areas;
- Develops and implements policy and procedure manuals for Health Department activities in accordance with State and Local Law and policies;
- Consults with Medical Director in the development and implementation of policies with a medical basis;
- Directs a public health program for promotion and supervision of water supply systems and sewage disposal systems, insofar as sanitation is concerned;
- Oversees the hiring, training, assignment work, and supervising staff;
- Provides direct leadership and legal health authority for all local public health policies to address the health care needs of a diverse community;
- Established and collects fees from patients, persons or agencies for services rendered to patients in the institutions, public health centers and clinics operated by the health districts and for nursing and paramedical services rendered to people sick at home;
- Renders fees collected to the chief fiscal officer of the county at such times and in such manner as required;
- Initiates, implements and coordinates health and health education programs with public and private community groups throughout the county;
- Collects and records information related to births, deaths and other statistics necessary or appropriate to the maintenance of a responsive health program throughout the county;
- Coordinates department data collection, evaluation and interpretation for the purpose of preparing budgets, proposing programmatic or personnel changes and developing grant applications;
- Participates in regional and local professional meetings and conferences to keep abreast of and coordinate health care developments and services;
- Prepares and negotiates contracts for services with other agencies;
- Prepares public relations material such as newspaper articles, radio and television announcements, and speaks before groups and organizations regarding the functions and activities of the Health Department;
- Prepares the department budget and monitors expenditures.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Comprehensive knowledge of the principles, practices, and terminology of public health administration; thorough knowledge of current public health programs, health economics and legislation; thorough knowledge of the principles and practices of epidemiology and sanitation; good knowledge of current public health programs; good knowledge of local government organization and operations; ability to understand, issue and carry out complex oral and written instructions; ability to plan, direct, and evaluate public health programs; ability to supervise the work of others; ability to deal with the public on projects related to public health, ability to prepare and analyze technical and statistical reports; ability to maintain a high standard of professional ethics; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

Either

(A) Possession of a Master's degree in public health or related field and two years of public health administration experience;

Or

(B) An appropriate combination of education and experience deemed equivalent by the State Commissioner of Health.

NOTE:

All appointments to the position of Public Health Director and the appointment and arrangements for the medical consultant are subject to the approval of the State Commissioner of Health.

Non-Competitive Class

Adopted CSC: 12/17/90

Revised 1/12/2009 Personnel Officer