

JURISDICTIONAL CLASS: NC

5200  
APPROVED:CSB



GRADE: FR

DATE: 11/20/13

### 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 Board of Health for the implementation and enforcement of the State and County Board of Legislators for the implementation of financial, personnel and administrative 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, organizes and directs a local public health program, including the identification, influence and treatment of disease and disease trends throughout the County;
- 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;
- Establishes and collects fees from patients, persons or agencies for services rendered to patients in the institutions, public health centers;
- 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 technical and statistical reports;  
Ability to maintain a high standard of professional ethics.

MINIMUM QUALIFICATIONS: **Either:**

- A) A Master's 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** a Master's 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**
- B) Two (2) 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:** 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.

Candidates who do not meet the education or experience requirements of this section may be conditionally approved for an appointment of two (2) years by the State Commissioner of Health with an opportunity for two additional one (1) year conditional renewals. Final approval of these candidates shall be contingent on satisfactory progress in meeting a public health education or experience plan developed in conjunction with and approved by the State Commissioner of Health.