

PUBLIC HEALTH DIRECTOR

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for the administration of the public health programs in the County. The incumbent is responsible for coordinating the various technical services provided under the auspices of the health agency. The work is performed under the general supervision of the County Board of Supervisors and the New York State Health Department with wide leeway for the exercise of independent judgment. Medical consultation is provided by a health officer. Administrative supervision is exercised over the work of all professional, technical and clerical staff of the County Public Health Program. The incumbent does related work as required.

Note: *In compliance with OSHA, this position has a potential risk of exposure to bloodborne pathogens (blood/body fluids).*

TYPICAL WORK ACTIVITIES: *(Illustrative only)*

Administers a local health program;
Reports departmental activities to the local Board of Supervisors and recommends actions to be taken;
Establishes and carries out departmental policies in consultation with the State Department of Health, Board of Supervisors and the professional staff of the department;
Interprets and implements the policies of the State Department of Health;
Authorizes and supervises departmental expenditures;
Prepares annual budget and makes fiscal recommendations to the local Board of Supervisors;
Speaks before civic groups and community organizations concerning the functions and activities of the agency;
Prepares and issues public relations material regarding health agency activities, including newspaper articles, and radio and television programming;
Prepares reports as required by local Board of Supervisors and State Health Department.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Comprehensive knowledge of the principles, practices, and terminology of public health administration; thorough knowledge of the principles and practices of management; familiarity with local government operations; ability to direct and evaluate the programs of a public health agency; ability to deal with the public on projects related to public health; ability to prepare and analyze various types of technical and statistical reports; ability to provide leadership and to secure the cooperation of others; tact; physical condition commensurate with the demands of the position.

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 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:
- [b] 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.

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- [c] 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.

- [d] Candidates who do not meet the education or experience requirements of this section may be conditionally approved for an appointment for two years by the State Commissioner of Health with an opportunity for two additional one 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.

Revised - 09/09/2009

Approved Non-Competitive - 04/14/2011

Reviewed-6/12/2018