

PUBLIC HEALTH DIRECTOR

JOB CODE: 1600
LOCATION: Tioga County Public Health Department
CLASSIFICATION: Non-Competitive (Policy Influencing Confidential)
SALARY: Non-Union
ADOPTED: Revised 6/95, 8/95, 9/98; 8/20/08 & 6/18/15 NYS DOH, Tioga Co. Personnel & Civil Service

***PUBLIC OFFICER, 6 year term**

DISTINGUISHING FEATURES OF THE CLASS: This is a professional position which involves responsibility for initiating and managing a local public health program and has the general powers and duties specified in Section 352 of the Public Health Law. The incumbent is responsible for enforcing provisions of the Public Health Law and State Sanitary Code to ensure the safe, effective, and efficient administration of applicable public health services. The position receives advisement from a medical consultant. General direction is received from County Legislators, Board of Health and State Health Department, with wide leeway allowed for the use of independent professional judgment in the completion of work details. General supervision is exercised over all public health services. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

- Plans, directs, supervises and administers a comprehensive local public health program;
- Supervises the enforcement of provisions of Public Health Law, the State Sanitary Code and local laws relating to public health programs;
- Provides leadership, direction, and control to the department staff;
- Develops and evaluates services provided in relation to the total health program;
- Advises officials on issues related to public health programs;
- Prepares and reviews division reports to State agencies and State reports concerning departmental issues;
- Provides professional guidance in the determination of policies concerning agency programs;
- Prepares and reviews department reports and budgets;
- Plans and participates in research programs and studies in nursing, public health and related fields;
- Works with other departments and community groups to assess and address community health care needs and plans strategies accordingly;
- Approves payment of bills and vouchers.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTIC: Comprehensive knowledge of current nursing practice and administration, public health programs and administration, and health economics and legislation; good knowledge of provisions of Public Health Law and State Sanitary Code and local laws; ability to plan, develop, direct and administer public health programs; working knowledge of research methods; ability to plan, direct and supervise the activities of others; ability to interpret existing and proposed health programs as they affect the department; ability to work cooperatively with others; ability to communicate effectively; professional judgment; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

Graduation with 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**

2. Public Health Director

Two (2) years of full-time paid administrative experience, or its part-time equivalence 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.

SPECIAL REQUIREMENTS:

- 1) All appointments to the position of Public Health Director and the appointment and arrangements for the medical consultation are subject to the approval of the State Commissioner of Health.
- 2) 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 (2) 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.
- 3) Candidate must be a dedicated, full time employee with no other assigned responsibilities. The incumbent may be employed only in this capacity by the county for a term of six (6) years (in counties established under Public Health Law 340, which are usually full service [providing for the 6 core areas of community health assessment, chronic disease prevention, communicable disease control, family health, emergency preparedness and response, and environmental health]) and will be on call 24/7.
- 4) Candidates must produce proof of US citizenship.