



## DIRECTOR OF PUBLIC HEALTH

### **Distinguishing Features of the Class:**

The purpose of this position is the management of the overall day-to-day operations and personnel of the Public Health Department to assure the successful achievement of the department's vision, mission, and program objectives. The Director promotes and supports population health in Ontario County by providing senior management, leadership, and public health expertise. This position promotes individual and population public health by providing the essential services of public health in a variety of settings, ensures compliance with a broad range of current local health regulations and policies; participates in multi-faceted community health projects; and provides technical assistance and information to individuals, families, groups, and stakeholders regarding public health. The Director of Public Health is responsible for managing the various professional and technical services provided under the auspices of the Public Health Programs, the Licensed Home Care Services Agency, Children With Special Needs Programs, and budgeting and fiscal oversight of the Coroner's activities. Activities are performed under the administrative supervision of the County Administrator. The Director provides mentoring, supervision, and technical assistance to all staff. In addition, is responsible for reporting all activities and public health issues to the governing body through the Health and Medical Services Committee of the Board of Supervisors. Does related work as required.

### **Essential Duties and Responsibilities:**

As part of various internal and external workgroups and teams, the Public Health Director performs the following essential functions within the framework of Ontario County's Public Health Department's provision of the core functions and essential services of public health:

#### *Public Health Sciences*

1. Provides public health expertise and leadership to the Department.
2. Assures that the delivery of public health services are evidence-based and/or best practices, and build the scientific basis of public health.
3. Ensures compliance with relevant state public health practice guidelines, community standards of care, and Federal/State laws and regulations.
4. Assures a safe working environment in the Department through management oversight of the implementation of relevant standards set by Occupational Safety and Health Administration, state laws and County policy.
5. Organizes and leads response teams to prevent, minimize, and contain adverse health events and conditions resulting from communicable diseases; food, water and vector-borne outbreaks; chronic diseases; environmental hazards; injuries; and health disparities.
6. Uses public health surveillance/disease investigation methods in community outreach, screening, and case finding of communicable and infectious diseases that threaten the health of the community.

7. Coordinates and assures rabies protocol is adhered to by local law enforcement, Veterinarians, and physicians.
8. Evaluates outcomes of public health interventions; works with the department to make changes as necessary.
9. Collaborates in the development of and contributes to individual, team, and Departmental quality improvement, performance management and evaluation activities.

#### *Community Dimensions of Practice*

1. Provides leadership to the community health needs assessment, prioritization, and action planning processes, contributing expertise in public health assessment.
2. Provides leadership to the implementation of the community health improvement plan.
3. Collaborates in development and leadership of community workgroups and committees related to community health assessment, prioritization and action planning and implementation.
4. Evaluates the effectiveness of adopted community engagement strategies.
5. Serves on inter-jurisdictional or multi-agency committees involved in public health policy development; coordinate review/comment processes for proposed policy documents; maintain contact with various community organizations.
6. Advocates on behalf of vulnerable individuals and populations; participates in assessing and evaluating health care services to ensure that people are informed of available programs and services and are assisted in the utilization of those services.
7. Provides training and orientation to staff, students and other health and human service professionals in the community regarding public health practices.

#### *Analysis and Assessment*

1. Assists in the implementation of community assessment; can distinguish between quantitative and qualitative community assessment data; understands incidence and prevalence data; knows how to access basic community epidemiological data.
2. Participates in the analysis of data to identify trends, health problems, environmental health hazards, and social and economic conditions that adversely affect the public's health.
3. Conducts comprehensive reviews of scientific evidence related to public health issues, concerns, and interventions.
4. Presents and interprets demographic, statistical, programmatic, and scientific information to professional and lay audiences.

#### *Leadership and Systems Thinking*

1. Provides leadership to, and is responsible for, the fiscal, human resource and operational management of the Ontario County Public Health Department. This includes directing and supervising staff including Program Leads, Professional staff, and Support Staff by utilizing leadership/supervision skills of motivating, coaching, mentoring and identifying strengths and weaknesses. Facilitates several program meetings and assures proper follow through of all program staff.
2. Develops a succession plan and recruits new employees.
3. Promotes and facilitates the incorporation of Departmental core values and strategic initiatives into daily service delivery.
4. Fosters a work environment where continuous quality improvements in service and

- professional practice are pursued.
5. Fosters and assists in the development of the Department's Grant objectives, business plans and work plans.
  6. Assures staff's professional development through continuing education, training and leadership development activities.
  7. Provides educational experiences for undergraduate and graduate students in nursing, and public health.
  8. Demonstrates knowledge of applicable state professional practice guidelines for registered professional nurses, the American Nurses' Association Scope and Standards of Practice for Public Health Nursing and other Federal and State laws or regulations applicable to practice as a public health nursing professional.
  9. Adheres to applicable Occupational Safety and Health Administration standards, such as those concerning exposure to blood borne pathogens, toxic substances, airborne pathogens or exposure to other hazards during routine assignments or assignments during public health emergencies.
  10. Collaborates in developing a work environment where performance management, continuous quality improvements in professional practice is pursued.
  11. Assumes responsibility for own professional growth and development by pursuing education, participating in professional committees, and work groups,

#### *Policy Development and Program Planning*

1. Coordinates public health activities with environmental and public health professionals and investigators from other agencies and jurisdictions, including, but not limited to, the New York State Department of Health and the Centers for Disease Control and Prevention.
2. Coordinates activities among and between other governmental agencies that enforce laws and regulations to protect the public's health.
3. Collaborates in the development of evidence-based public health practices and programs in collaboration with universities, other nursing agencies, businesses, trade associations, other staff and the public.
4. Collaborates in the development, implementation, tracking, and evaluation of long and short range policies, procedures, plans and programs for public health in Ontario County.
5. Collaborates in and contributes to individual, team, and Departmental performance management, quality improvement and evaluation activities.

#### *Communication and Cultural Competency*

1. Collaborates in the development and implementation of the Ontario County Communications plan to promote evidenced based public health communication strategies across the Department and in the community.
2. Delivers targeted, culturally-appropriate information to help individuals and groups understand local environmental public health issues.
3. Utilizes appropriate methods for interacting effectively and professionally with persons of all ages and from diverse cultural, socioeconomic, educational, racial, and ethnic backgrounds, sexual orientations, lifestyles, and physical abilities.
4. Educates local and state policy makers and community stakeholders on public health issues.

5. Adheres to ethical principles and Ontario County Public Health Department policy in the collection, maintenance, use, and dissemination of data and information.
6. Oversees the coordination of marketing/media efforts of the department.

*Financial Planning and Management*

1. Develops, monitors, and oversees Department budget activities in conjunction with the Finance Department. Recommends modifications when needed and approves purchase requests expenditures.
2. Prepares proposals for funding from external sources.
3. Uses cost-effectiveness, cost-benefit, and cost-utility analyses in programmatic prioritization and decision making.

*Other*

1. Performs public health emergency response duties consistent with job classification and training in response to threats to the public's health.
2. Responsible, for reviewing and updating public health emergency plans.
3. Participates in Department and community emergency response training and drills consistent with job classification in support of public health emergency and disaster preparedness.
4. Responsible for strategic planning, using quality improvement (QI) and performance management (PM) processes and/or techniques to improve the effectiveness of the respective public health program. This includes, but is not limited to: creating, implementing, and evaluating performance standards and identifying, implementing, and assessing program quality improvement processes.
5. Performs other duties as assigned by the County Administrator or Board of Supervisors.

**Organizational Competencies:**

All OCPH employees are expected to ensure that the community is protected from disease and other public health threats and to empower others to live healthier, safer lives. In addition, all OCPH employees are to meet specified competencies in the following areas:

- Customer Focus: Ensure the health and safety of our community within their abilities and resources and treat the diverse customers with thoughtful listening and respect.
- Accountability: Be accountable for knowing the scope of OCPH programs and for maintaining the public's trust through credible information, quality programming and services, and fiscal integrity.
- Equity and Fairness: Interact with clients, community partners and co-workers with fairness and equity and deliver services free of bias or prejudice.
- Occupational Health and Safety: Follow all safety rules, proactively work to prevent accidents, and encourage the use of sound judgement in order to comply with departmental and county regulations.
- Emergency Preparedness: Promptly identify and respond to public health threats and priorities which may involve working outside of day-to-day tasks.

**Individual Core Competencies:**

- Communities Dimensions of Practice Skills: These include partner collaboration, community engagement, and advocacy.

- Cultural Competency: This includes understanding the diversity in Ontario County.
- Communication Skills: This includes soliciting input from the community and proficiency in written and oral skills.
- Leadership and Systems Thinking Skills: This includes continuous performance improvements, collaboration with community stakeholders, and professional development.
- Behavioral Expectations: This includes treating others with courtesy and respect in all interactions: responding with flexibility to changing needs; managing multiple tasks and deadlines, developing and promoting the department's vision, mission, and core values (in collaboration with entire public health team); promoting team and organizational learning.

**Minimum Qualifications:** Either:

1. Possession of a Master's Degree in Public Health or a related field and EITHER two years of Public Health Administration OR 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: OR
2. An appropriate combination of education and experience deemed equivalent by the State Commissioner of Health.

Note: Candidates who do not meet the education or experience requirements of this section may be conditionally approved for an appointment of 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.

Note: Related fields include public health nursing, health administration, community health education, or environmental health.

Note: Appointments are subject to the approval of the State Commissioner of Health. Once approved, appointment must be supported by resolution of the Ontario County Board of Supervisors. Reappointment by the BOS is required every six years.

Special Requirements for Appointment: Certain assignments made to employees in this class will require access to transportation to meet fieldwork assignments made in the ordinary course of business in a timely and efficient manner.

Revised: August, 2015

Civil Service Classification: Non-competitive