

## **PUBLIC HEALTH DIRECTOR**

**DISTINGUISHING FEATURES OF THE CLASS:** This position is an administrative position with full responsibility for the local Public Health Department. The responsibility includes fiscal management, business management, program operations and professional services. The Public Health Director is responsible for the implementation and enforcement of the State and local Sanitary Codes and is responsible for the operations of the Core Public Health Programs, Watershed Agency, Licensed Home Care Services Agency, Early Intervention Program, Preschool Special Education Program and Article 28 Clinic, including direct supervision, general oversight and contract services of professional, technical, clerical staffs and volunteers. Activities are performed under the direction of the County Administrator with considerable latitude in the exercise of independent judgment. Public Health Director does related work as required.

### **TYPICAL WORK ACTIVITIES:**

Exercises a high degree of initiative and independent judgment in formulating and adapting procedures to meet both long-range as well as short-range operational needs of the Public Health Department;  
Prepares budget, implements and maintains fiscal controls in accordance to State and Federal laws and rules and submits reports as required to multiple sources;  
Evaluates effectiveness, accessibility, and quality of personal and population-based health services  
Interprets and implements the policies of the State Department of Health for Articles 25, 28, and 36 and other related environmental and Public Health Programs, as well as Article 89 of the State Education Law;  
Acts as appointed health officer for the county;  
Acts as Early Intervention Official;  
Responsible for assessing community health needs and publishing a formal Community Health Assessment and Community Health Improvement Plan under Public Health Law and Part 40 of the State Sanitary code;  
Analyzes information to identify emerging issues and trends, and incorporates relevant findings into plans and programs;  
Establishes a performance management/quality improvement system that sets organizational goals, quality, and performance standards to achieve priorities of the department;  
Establish community partnerships to identify and solve health problems and promotes program development and networking with other agencies;  
Work with the community emergency partners to establish systems and leadership necessary for a comprehensive and coordinated local and regional emergency response;  
Participates in local, regional, state and national health organizations for the promotion of public health;  
Ensures a competent public health workforce;  
Prepares all types of reports as required

### **FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

#### **Analytical/Assessment Skills**

Determines quantitative and qualitative data and information  
Uses information technology in assessing, collection, analyzing, using, maintaining and disseminating data and information  
Integrates findings from quantitative and qualitative data into organizational plans and operations  
Assesses assets and resources that can be used for improving the health of the community  
Makes evidence based decisions

#### **Policy Development/Program Planning Skills**

Ensures the development of Community Health Improvement Plan

Develop organizational goals and objectives

Develops organizational strategic plan

Influences policies, programs and services external to the organization that effect the health of the community

**Communication Skills**

Ability to communicate effectively and prepare both written and oral reports with linguistic and cultural proficiency

Communicates the roles of governmental public health, health care and other partners in improving the health of the community

**Cultural Competency Skills**

Applies ethical standards in advocating for health and social policy and delivery of public health programs to promote and preserve the health of the population

Describes the diversity of individuals and populations in the community

**Community Dimensions of Practice Skills**

Explains and suggests community relationships that are affecting health in the community

Establishes and maintains community relationships that improve health in the community

Ensures that community input is used for developing, implementing, evaluation and improving policies, programs and services

**Public Health Sciences Skills**

Ensures public health sciences are applied in the delivery of the 10 Essential Public Health Services

Applies public health sciences in the administration and management of the organization

**Financial Planning and Management Skills**

Determines priorities for and develops the organizational budgets

Considers safety, effectiveness and cost in the planning and delivery of public health service when using available resources to ensure the maximum possible health benefit to the population

**Leadership and Systems Thinking Skills**

Engages Governmental agencies with authority to address specific community health needs

Establishes performance management systems

Interacts with the larger inter-related system of organization that influence the health of the population at local, national and global levels

Collaborates with individuals and organization in developing a vision for a healthy community

Availability for overnight travel

Physical condition that is commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:**

- A. Graduation from a regionally accredited or New York State registered college or university with a masters degree in public health, nursing or closely related field and four years of administrative experience in a home health, public health agency, hospital or health related program; OR
- B. Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree in public health, nursing or closely related field and six years of progressive administrative experience in a public health agency, hospital or health-related program; OR
- C. An equivalent combination of training and experience as defined by the limits of A. and B. above.

**SPECIAL REQUIREMENTS:**

Possession of a valid New York State Motor Vehicle Operator's License is required

Reside in Schuyler County