

## ASSISTANT DIRECTOR OF PUBLIC HEALTH ADMINISTRATION

**DISTINGUISHING FEATURES OF THE CLASS:** This is an important administrative, managerial position within the Office of the Commissioner of Health/ Public Health Director. An employee in this class is responsible for assisting the Department Head with the planning, scheduling, implementing, coordinating, organizing, supervising, and evaluating the activities of the Department to ensure compliance with Federal, New York State and County, Public Health rules, regulations, and laws. Under the supervision of the Department Head, the employee will facilitate the development of new administrative policy and procedures and monitor and evaluate the progress of such. The incumbent is often responsible for providing direction, navigation, and prioritization regarding the operations of the Department and departmental services on behalf of the Department Head to ensure standards, vision and policies are upheld. Does related work as required.

**TYPICAL WORK ACTIVITIES:** The typical work activities listed below, while providing representative examples of the variety of work assignments in the title do not describe any individual position. Incumbents in this title may perform some or all of the following, as well as other related activities not described.

Develops and revises administrative policy and procedures, as needed;

Coordinates the training on policies, procedures, and regulations;

Provides relevant information to Department Head for departmental decision making by reviewing and compiling appropriate records and reports;

Acts as liaison for Department Head with public, outside agencies, other county departments, press, and staff;

Acts as the Department's FOIL Compliance Officer;

Monitors effectiveness and suggests improvement of internal reporting systems;

Assists with the preparation of all reports and plans required by the New York State Department of Health and the Commissioner of Health/Public Health Director;

Screens, interviews, hires and may evaluate new staff;

Assists in the interpretation of federal and state policies and programs to the staff and the Commissioner of Health/Public Health Director;

Directs the coordination of all support staff;

Responsible for developing Scope of Services of contracts, when necessary;

Plans, directs and coordinates the ongoing instruction of staff and the orientation of new staff to the required programmatic procedures and standards of the agency;

May act as Record Compliance Coordinator;

May function as Administrative Assistant to the Department Head.

**FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL**

**CHARACTERISTICS:** Thorough knowledge of performance standards for public health professionals; thorough knowledge of standards for public health; good knowledge of the rules, regulations, and laws pertaining to public health; ability to recommend and develop policy and procedures; ability to establish goals and priorities; ability to conduct meetings and coordinate the work of others; ability to prepare detailed written documents, reports and correspondence; ; ability to elicit staff cooperation and support in compliance with standards; ability to interpret procedures to staff and to instruct staff; ability to plan, direct and coordinate the orientation of new staff; ability to interact effectively with other administrative staff; good powers of observation, perception and analysis; good judgment; initiative and resourcefulness; emotional maturity; tact; courtesy.

**MINIMUM QUALIFICATIONS:** Either:

- A. Possession of a Master's Degree in Business Administration or related field including or supplemented by 18 semester credit hours in Business Administration and three (3) years of full-time, paid post-degree administrative and supervisory experience which must have been in the field of Public Health; OR
- B. Possession of a Bachelor's Degree in Business Administration or related field including or supplemented by 18 semester credit hours in Business Administration and four (4) years of full-time, paid post-degree administrative and supervisory experience which must have been in the field of Public Health; OR
- C. Possession of an Associate's Degree in Business Administration or other related field including or supplemented by 18 semester credit hours in Business Administration and five (5) years of full-time paid post- degree experience as described in A and B above.

Note: College level study in Computer Science, Information Technology, Information Systems or related field may be substituted on a year for year basis for the above-mentioned degrees; must include a minimum of twelve (12) semester credit hours in computer science courses and a minimum of nine (9) semester credit hours in computer related mathematics courses. However, college courses may not be substituted for the two (2) years of experience which must have involved systems administration as mentioned above.

ULSTER COUNTY  
0362 AST DIR PH  
Classification: Competitive  
0363 ADPH HLP  
Classification: Non-Competitive  
Union: UCSA  
MGT

ADOPTED: November 14, 2024