

## **PUBLIC HEALTH DIRECTOR**

**DISTINGUISHING FEATURES OF THE CLASS:** This is a department head position involving responsibility for initiating, planning, and directing a local public health program. The Public Health Director is responsible to the Board of Health for the implementation and enforcement of the State and County Sanitary Code and other public implementation of financial, personnel and administrative policies. General supervision is exercised over the environmental health, medical and public health nursing services of the Health Department. 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.

Plans, organizes and directs a local public health program, including the identification, influence and treatment of disease and disease trends throughout the County;

Develops policies for approval by the Board of Health and/or County Legislature;

Develops and implements policy and procedure manuals for Health Department activities, in accordance with State and local law and policies;

Consults with the Medical Consultant in the development and implementation of policies with a medical basis;

Directs the operation of a program of licensing and inspecting to insure the sanitary quality of food served in public eating places;

Directs a public health program for promotion and supervision of water supply systems and sewage disposal systems, insofar as sanitation is concerned;

Establishes and collects fees from patients, persons or agencies for services rendered to patients in the institutions, public health centers and clinics operated by the health district and for nursing and paramedical services (excluding physicians' services) rendered to people sick at home;

Renders fees collected to the chief fiscal officer of the County at such times and in such manner as required;

Initiates, implements and coordinates health and health education programs with public and private community groups throughout the County;

Collects and records information related to births, deaths and other statistics necessary or appropriate to the maintenance of a responsive health program throughout the County;

Coordinates department data collection, evaluation and interpretation for the purpose of preparing budgets, proposing programmatic or personnel changes and developing grant applications;

Participates in regional and local professional meetings and conferences to keep abreast of, and coordinate, health care developments and services;

Prepares and negotiates contracts for services with other agencies for signing by Chairperson of the Legislature;

Prepares public relations material such as newspaper articles, radio and television announcements, and speaks before groups and organizations regarding the functions and activities of the Health Department.

**FULL PERFORMANCE KNOWLEDGES, 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 epidemiology and sanitation; good knowledge of current public health programs; good knowledge of local government organization and operations; ability to understand, issue and carry out complex oral and written instructions; ability to plan, direct and evaluate public health programs; ability to deal with the public on projects related to public health; ability to prepare and analyze technical and statistical reports; ability to maintain a high standard of professional ethics; physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:** Either:

- A. Possession of a Master's Degree in Public Health or related field and three (3) years of public health administration experience; **OR**
- B. An appropriate combination of education and experience deemed equivalent by the State Commissioner of Health.

**Note:** Your degree or college credits must have been awarded or earned by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree was awarded by an educational institution outside the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the Internet at <http://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.

**Note:** 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.

ULSTER COUNTY  
5224 PH DIR  
Classification: Non-Competitive  
NUMGT

Adopted: August 9, 1994