

TOWN HEALTH OFFICER, GRADE II (PT)

GENERAL STATEMENT OF DUTIES: Has responsible charge of a local public health program; performs professional medical services; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: This is an important professional and administrative position involving responsibility for initiating, planning and directing a local public health program. A health officer is responsible for maintaining a high standard of public health services in accordance with the general policies and objectives of the Board of Health and with applicable state and local health laws and ordinances. General supervision is exercised over the environmental sanitation, medical and public health nursing services.

EXAMPLES OF WORK: (Illustrative only)

Plans, organizes and directs a local public health program;

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;

Supervises a program for the control of communicable diseases through investigation of dangerous diseases and the compilation and analysis of appropriate statistics;

Supervises the conduct of clinics for the treatment of venereal diseases and for the prevention and discovery of diphtheria, smallpox, tuberculosis and other diseases;

Participates in professional conferences and training programs and arranges for in service training of staff;

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.

REQUIRED KNOWLEDGES, SKILLS AND ABILITIES: Comprehensive knowledge of basic sciences underlying, and of the principles and practices of medicine as applied to public health practices; comprehensive knowledge of the principles, practices and terminology of public health administration; thorough knowledge of the principles and practices of epidemiology, sanitation and of the diagnosis and treatment of communicable diseases; 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; interest in maintaining a high standard of professional ethics; tact; good physical condition.

ACCEPTABLE TRAINING AND EXPERIENCE:*

Grade II (District Population greater than 10,000 but less than 50,000) **

Completion of a post graduate course in public health approved by the Public Health Council as qualifying for this grade if appointment as Health Officer is made within eight (8) years after the completion of such course.

Special Requirements for Acceptance of Applications: Eligibility for a license to practice medicine in New York State at the time of application for appointment. Possession of the license at the time of appointment.

*Note: Under special circumstances specified in writing by the appointing authority which shall indicate enrollment in or willingness to enroll in and satisfactorily complete a post graduate course in public health approved by the Public Health Council, the council may waive the requirements for a Health Officer in Grade II as to any proposed appointment, such waiver to be valid for a period not longer than two years.

**Note: In towns having a population of less than 10,000 there are no grade requirements for Health Officer. The only requirements are that they be physicians and licensed to practice medicine in New York State.

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