

Jurisdictional Class: Competitive; Non-Competitive in County  
Adopted: October 3, 1980  
Revised: July 21, 2015

**PUBLIC HEALTH DIRECTOR**

**DISTINGUISHING FEATURES OF THE CLASS:** This position provides professional leadership and serves as the primary administrator of all public health programs in a county of less than 250,000. A Public Health Director is responsible for planning, organizing, developing, and directing overall departmental operations and supervisory functions of the local health department including emergency preparedness within the agency. The position is also responsible for the development of policies and a local sanitary code; enforcement of the local and state sanitary code, communicable diseases, and other public health laws; collaboration with community leaders; overseeing of personnel management; preparation and administration of departmental budget; and preparation and administration of grants for the agency. Administrative supervision is exercised over the work of all professional, technical, other staff, including medical consultants for the agency. The incumbent does related work as required.

**TYPICAL WORK ACTIVITIES:** (Illustrative only)

- Acts as appointed health officer for the county;
- Acts as Chief Executive Officer and functions as Secretary for the County Board of Health;
- Acts as liaison between the local Board of Health and other local municipal officials;
- Acts as Early Intervention Official (EIO) for the county;
- Reports department activities to the local Board of Health and recommends actions to be taken;
- Administers a local health department and is responsible for implementation of state and federal Public Health laws and regulations, State and County Sanitary Codes, Board of Health policy, and other applicable state and federal laws and regulations;
- Responsible for assessing community health needs and publishing a formal Community Health Assessment on a state established schedule in conjunction with the Municipal Health Services Plan under Public Health Law and Part 40 of the State Sanitary Code;
- Monitors the health status within the County and nearby regions to identify community health problems;
- Mobilizes community partnerships to identify and solve health problems and promotes program development and networking with other agencies;
- Participates and ensures that policies, practices, and other supports are in place to foster networking and collaboration among staff with community and civic boards for coordination of health and human services needs;
- Analyzes information to identify emerging issues and trends, and incorporates relevant findings into strategic decisions and recommendations for policy and program development;
- Ensures that the organizational structure and processes support the development and implementation of a departmental strategic plan that addresses the community health priorities and incorporates annual division work-plans to address these identified priorities;
- Establishes quality improvement systems that sets organizational goals, quality, and performance standards to achieve the mission and priorities of the department;
- Demonstrates a high level understanding of the system pressures, funding challenges, and cycles and adeptly pursues adjustments to planning, programming, and operations to minimize any negative impact on local public health in the community;
- Participates in local, state, and national health organizations for the promotion of public health programming;

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- Speaks before civic groups and community organizations concerning the functions and activities of the agency, identifies local health problems and issues, and recommends the means to address these from a community perspective;
- Develops and implements policies and plans that support individual and community health efforts in partnership with the local Board of Health, the State Department of Health, the professional staff within the department, and other recognized public health experts;
- 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;
- Works within the community to link people to needed personal health services and assures the provision of health care when otherwise unavailable;
- Works with community emergency partners to establish systems and leadership necessary for a comprehensive and coordinated local and regional emergency response;
- Establishes systems within the department for emergency preparedness hazardous vulnerability assessment, mitigation, planning, and response which includes applicable federal Emergency Support Functions (EFS);
- Ensures a competent public health workforce, overseeing hiring, training, assigning work, and supervising staff;
- Employs strategies to promote and maintain continuous learning opportunities;
- Establishes the infrastructure within the department to share and acquire best knowledge, tools, expertise, and experience with other organizations such as state and national public health groups;
- Evaluates effectiveness, accessibility, and quality of personal and population-based health services and develops effective change management practices where required;
- Collaborates in research to advance knowledge in the public health field and the development of health policies and/or programs;
- Develops and manages the annual budget, authorizing and ensuring appropriate expenditures of public funds through efficient operation of programs, this includes responsibility for contract and grant development and management, including negotiation of service contracts with other government agencies and community organizations, oversight of the reimbursement system and budget forecasting, and makes fiscal recommendations to the local Board of Health and the local legislative body;
- Prepares reports as required by local Board of Health and State Health Department;
- Establishes a framework and system for public relations, marketing, outreach and education through use of a multimedia network;
- Establishes standards, service delivery guidelines, and program models that respect and address population diversity;
- Establishes program or policy change to build organizational capability to address ethical issues.

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

- Comprehensive knowledge of the systems, principles, practices, and terminology of public health;
- Comprehensive knowledge of community organizations;
- Extensive knowledge of management and leadership principles and practices;
- Extensive knowledge of analytical assessments, public health sciences, financial planning, leadership, management, and critical thinking skills;
- Knowledge of local government operations;
- Knowledge of budgeting and fiscal principles and techniques;
- Skill in planning, analyzing, organizing, developing, and evaluating public health services and programs;
- Skill in supervising staff of varying professional and paraprofessional backgrounds;
- Skill in providing leadership that promotes cooperation of others;
- Skill in conflict management;

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Skill in dealing with the public on projects related to public health;

Ability to establish and maintain effective relations with community agencies and people with diverse cultural, economic, and social backgrounds;

Ability to prepare and analyze various types of technical and statistical reports;

Ability to communicate effectively and express ideas clearly both orally and in writing;

Ability to use, analyze, and recommend technology systems for accurate, efficient, and secure data management and communication, and to assist in monitoring and analyzing financial and billing systems necessary for efficient and fiscally sound operations;

Flexibility;

Sound judgment.

**MINIMUM QUALIFICATIONS:** Must meet all of the criteria listed below:

- 1) A Master's Degree in Public Health from a regionally accredited or New York State registered college or university that demonstrates the core competencies of a public health education (Biostatistics, Environmental Health Sciences, Epidemiology, Health Policy and Management, and Social and Behavior Sciences) or a Master's Degree in a related field from a regionally accredited or New York State registered college or university. Related fields include public health nursing, health administration, community health education or environmental health; and
- 2) Two (2) 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.

Candidates will be required to submit to a background check to verify licenses and/or education degrees.

Appointment to the position of Public Health Director is subject to the approval of the State Commissioner of Health. Per NYS Public Health Law and Sanitary Code, the Public Health Director must be full-time, without any other job responsibilities, and must be a United States citizen.

**NOTE:** Candidates who do not meet the education or experience requirements above may be conditionally approved for an appointment for two (2) years by the State Commissioner of Health with an opportunity for two additional one (1) year conditional renewals. Final approval of these candidates shall be contingent on satisfactory progress in meeting a public health education or experience plan developed in conjunction with and approved by the State Commissioner of Health.

Qualifications are regulated by Part 11 of the State Sanitary Code (10 NYCRR).