



Cayuga County Department of Human Resources and Civil Service Commission

JOB SPECIFICATION

Civil Service Title: **Public Health Director**
Jurisdictional Class: Non-Competitive (Pending approval of NYS Civil Service Commission)
Civil Division: Public Health Department
Adoption: CSM 8/12/81
Revised: CSM 5/8/14, 7/17/14

DISTINGUISHING FEATURES OF THE CLASS:

This position exists in the County Health Department and involves responsibility, with appropriate medical consultation, for administering and managing the local health program in the County. The incumbent serves as primary administrator, in lieu of a Commissioner of Health, of all public health programs in a County serving less than 250,000 population and is responsible for coordinating various technical services provided under auspices of the Health Department. The incumbent also has responsibility for the professional and financial operations of the agency and to ensure that the County Health Department remains in compliance with the state-mandated Public Health Preparedness Deliverables. The work is performed under general direction received from the Cayuga County Board of Health and County Board of Legislators with wide leeway allowed for exercise of independent professional judgment in carrying out details of the work. General supervision is exercised over the work of agency professional, technical, and other staff. The incumbent does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Administers the county health programs including sanitary and public health engineering and nursing services and grants;
Plans, directs and administers local public health programs based on a Community Health Assessment and Municipal Public Health Services Plan approved by county administration and New York State Department of Health;
Enforces state and local health laws, regulations and standards and ensures compliance with agencies mentioned above;
Interacts with federal, state and local government officials, boards and advisory councils and medical, scientific and other professionals, lay groups and individuals;
Develops and manages the local health department budget;
Ensures appropriate expenditures of public funds through efficient operation of programs which includes responsibility for contract and grant development and management. This includes negotiation of service contracts with other government agencies and community organizations and oversight of the reimbursement system and budgeting forecasting;
Develops and enforces department operating policies and procedures in consultation with local governing authorities, the New York State Department of Health, professional staff of the local county health department, federal government agencies and in accordance with all applicable laws, rules and regulations;
Oversees hiring, training, assigning work and supervising staff;
As Public Health Director, supervises medical consultant(s) for the agency;
Provides direct leadership and legal health authority for all local public health policies to address the health care needs of diverse communities;
Provides information and consultation on health issues to the county administration, general public and health care providers;
Conducts evaluation of the efficacy and efficiency of public health programs;
Plans and directs analytic and research studies as appropriate;
Participates in disaster activities as trained and assigned;
Performs other related duties as required.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, PERSONAL CHARACTERISTICS:

Comprehensive knowledge of the principles, practices, and terminology of public health administration;
Comprehensive knowledge of current public health programs, health economics, and legislation;
Comprehensive knowledge of the basic principles, practices, and techniques involved in public health engineering and environmental health programs;
Thorough knowledge of the application of engineering principles to the technical evaluation, control and management of environmental factors influencing man's/woman's health;
Thorough knowledge of the principles and practices of health care management;
Good knowledge of local government organization and operations;
Working knowledge of research methods;
Ability to deal with the public on projects related to public health;
Ability to interpret existing and proposed health programs as they affect public and community health nursing;
Ability to prepare and analyze various types of technical and statistical reports;
Ability to communicate effectively;
Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

- A. Possession of 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) PLUS two 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; **OR**
- B. Graduation from a regionally accredited or New York State registered college or university or one accredited by the New York State Board of Regents to grant degrees with a Master's degree in a related field such as public health nursing, health administration, community health education or environmental health PLUS two 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.

SPECIAL REQUIREMENT(S):

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.

Local governments are responsible for recruiting qualified individuals for these positions. These individuals must be reviewed and approved by the Commissioner of the NYS DOH prior to their appointments in order for counties to receive state reimbursement for general public health work claims under Article 6 of the Public Health Law.