



Cayuga County Department of Human Resources and Civil Service Commission

JOB SPECIFICATION

Civil Service Title: **SUPERVISING PUBLIC HEALTH ADMINISTRATOR**
Jurisdictional Class: Competitive
Civil Division: Public Health Department
Adoption: CSM 02/16/21
Revised: CSM

DISTINGUISHING FEATURES OF THE CLASS:

This is a professional administrative position with responsibility to assist the Director of Public Health in the planning, organization, directing and supervision of the public health programs in Cayuga County. The work is performed in accordance with applicable New York State and local health laws, rules, ordinances and regulations and with the policies and objectives of the Cayuga County Health Department as outlined by the Director of Public Health. An employee in this classification has wide latitude in exercise of independent judgement and initiative in planning, developing, directing and coordinating services and functions of the County Health Program. Administrative supervision is exercised over diverse service programs involving several employees. Administrative direction is received from the Director of Public Health in areas of policy implementation, and the review and approval of recommendation and implementation of the same. The Supervising Public Health Administrator will represent the Director of Public Health in his/her absence. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

May under the direction of the Director of Public Health, provide planning, organization, and direction for all elements of the Cayuga County Health Department, its programs and services, as well as the quality improvement process;

Works closely with various public and private health agencies within the local and state community to communicate and accomplish program initiatives;

Provides information for press release and acts as liaison for public communication functions as directed by the Public Health Director;

May serve as Public Information Officer for department when circumstances require;

Enforces Health Department and County policies concerning personnel, contracts, purchasing and other services;

With administrative direction from the Director of Public Health, provides direction to directors and others as needed, to formulate, initiate and execute policies, programs and procedures;

Acts as liaison to the community for programs within the Health Department to collaborate on existing services and respond to new community health needs;

Supervision over the delivery of health education programs to various groups and populations;

Makes recommendations towards development of local program policies and procedures;

Writes and administers grants as requested to acquire supplementary funds to carry out public health initiatives;

May oversee grand funded program deliverables, reports and evaluations;

May oversee physical operations of the department and manages functional related issues;

Cooperates in creation and oversight of some program budgets in relation to achieving goals;

Participates in public health preparedness activities as requested or required;

Does other related tasks as assigned.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, PERSONAL CHARACTERISTICS:

Thorough knowledge of the principles and practices of public health education and administration;
Thorough knowledge of current public health problems, issues, diseases, and public health factors in the community;
Good knowledge of the laws, rules, regulations, and standards, (local, state, federal) which mandate or impact on public health or which effect community health programs and services;
Good knowledge of the principles and techniques of administrative supervision;
Working knowledge of various computer programs;
Strong knowledge of grant writing;
Ability to communicate and address groups orally and in writing;
Excellent ability to prepare written health education materials;
Thorough knowledge of the community's health resources;
Ability to plan and implement new and innovative organizational methods to control budget, improve service and meet the goals of the departments;
Ability to deal effectively with community groups, other health organizations, physicians, civic groups, etc. to discuss, research or implement community public health services or other issues of concern.

MINIMUM QUALIFICATIONS:

- (A) Graduation from a regionally accredited or New York State registered college or university with a Master's Degree in public health, science in public health, public administration, public education or closely related field, and two (2) years of professional level work experience, or its part-time equivalent, in a supervisory capacity, in a health department, health services planning, health administration and/or health management; **OR**
- (B) Graduation from a regionally accredited or New York State registered college of university with a Bachelor's Degree in public health, science in public health, public administration, public education or a closely related field, and four (4) years of professional level work experience, or its part-time equivalent, in a supervisory capacity, in a health department, health services planning, health administration and/or health management, at least two (2) years of which must have been in a supervisory capacity.

SPECIAL REQUIREMENT(S):

Certain assignments made to employees in this class will require reasonable access to transportation to meet field work requirements made in the ordinary course of business in a timely and efficient manner. Operation of county-owned vehicles requires employees to possess a current valid New York State Motor Vehicle operator's license.