

PUBLIC HEALTH DIRECTOR

DISTINGUISHING FEATURES OF THE CLASS: This is an important professional and administrative position involving responsibility for initiating, planning, and directing public health programs in Cattaraugus County. Programs include enforcement of the State Sanitary Code, environmental engineering, laboratory services, home health care, and clinic nursing services. Supplemental Nutritional Services to women, infants, and children, and early care and educationally related services to handicapped children. The work is carried out under the general direction of the Board of Health, with appropriate medical consultation, in accordance with applicable State and local health laws and ordinances, and within budgetary appropriations of the County Legislature. A Public Health Director does related work as required.

TYPICAL WORK ACTIVITIES:

- Oversees the preparation, and submission of municipal health services plans to the New York State Department of Health;
- Organizes and directs staff toward accomplishments of health program goals and objectives;
- Monitors efficiency of health programs in sanitation, environmental engineering, toxic waste identification response and reaction, nursing, supplemental nutrition clinic, and Emergency Medical Technical Training;
- Supervises programs and clinics for the control, treatment, prevention, and discovery of diseases, which may threaten community health;
- Determines agency staffing needs and makes recommendations to board of health or local legislature;
- Administers negotiated contracts with recognized employee organizations;
- Participates in professional conference and training programs and provides for in service training in order for all staff to keep abreast of current developments in medical science, nursing, and other areas of public health;
- Oversees the preparation of public relations material, and may speak to groups and organizations regarding the functions, activities, and concerns affecting community health;
- May conduct analysis and research regarding public health.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS:

Thorough knowledge of the basic sciences underlying, and of the principles and practices applied to public health; thorough knowledge of the principles, practices, and terminology of public health administration; good 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; physical condition sufficient to perform the essential functions of the position.

MINIMUM QUALIFICATIONS:

- A) Graduation from a regionally accredited or New York State registered college or university with a master's degree in public health, or related field as determined by the State Commissioner of Health, and three years of experience in public health administration;

OR

- B) An equivalent combination of education and experience, as determined by the State Commissioner of Health.

NOTE: All appointments to the position of Public Health Director, and arrangements for medical consultation to such appointee are subject to approval of the State Commissioner of Health.

Qualifications pursuant to 10NYCRR Section 11.182.

CATTARAUGUS COUNTY CIVIL SERVICE COMMISSION

Revised: 4/26/02