Herkimer County

DIRECTOR OF HEALTH SERVICES

DISTINGUISHING FEATURES OF THE CLASS:

This is a high-level administrative position involving the responsibility for assisting in the administration and supervision of the Herkimer County Public Health Department. The incumbent supervises, plans and coordinates a variety of public health programs and services in accordance with Public Health Law, New York Codes of Rules and Regulations and established policies and procedures. The work is performed under the direction of the Public Health Director with wide leeway allowed in planning, direction and coordinating the activities of the agency. Supervision is exercised over the work of professional, technical and other support staff. Does related work as required.

TYPICAL WORK ACTIVITIES (Illustrative but not exhaustive):

* Assists in planning, directing, supervising, administering and evaluating local health programs and clinic services;
* Assists in developing and administering procedures for the evaluation of local health programs;
* Assists in formulating departmental policies and procedures;
* Assists in interviewing, selecting, orientation and training of staff;
* Supervises and evaluates professional, supervisory and other support staff;
* Assists in interpreting and implementing the policies of the New York State Department of Health;
* Assists in implementing the community health improvement plan according to rules and regulations;
* Recruits service providers and coordinates the delivery of services;
* Obtains credentialing information on clinic physicians and obtains physician prescriptions for clinics;
* Assures annual health evaluations are performed;
* Assures adherence to Article 28 clinic requirements;
* Prepares and maintains a variety of records and reports as required.

The above examples of duties are intended only as illustrations of the various types of work performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARARCTERISTICS:

* Thorough knowledge of the principles, practices and terminology of public health administration; thorough knowledge of current public health program administration, health economics and legislation; good knowledge of local government operations; ability of oversee and evaluate the programs of a public health agency; ability to interpret existing and proposed health programs as they affect the public health agency; ability to plan, organize and direct the activities of others; ability to establish and maintain effective working relationships; ability to communicate effectively both orally and in writing; ability to organize data and prepare records and reports; sound judgment; initiative; tact.

MINIMUM QUALIFICATIONS:

Graduation from high school, possession of a high school equivalency diploma, or a high school individual education plan diploma and either:

(A) Graduation from a regionally accredited or New York State registered college or university with a Master's Degree in public health, public health nursing, health administration, community health education, environmental health or a closely related field; or

(B) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree in public health, public health nursing, health administration, community health education, environmental health or a closely related field and two years of administrative experience in a public health agency, hospital or health related program, one year of which must have been in a supervisory capacity; or

(C) Graduation from a regionally accredited or New York State registered college or university with an Associate's Degree in public health, public health nursing, health administration, community health education, environmental health or a closely related field and four years of administrative experience in a public health agency, hospital or health program, one year of which must have been in a supervisory capacity.

Established 11/19/2019 PO
Competitive Class