

ASSISTANT PUBLIC HEALTH DIRECTOR

DISTINGUISHING FEATURES OF THE CLASS: This position involves responsibilities for assisting in the administration of an agency providing a variety of public health programs throughout the county. Work is performed under the Public Health Director in accordance with established policies and procedures. This position concentrates mainly on immunological and disease control clinics, orthopedic clinics, nutritional services, speech therapy and similar programs providing health care services and education to the public. Supervision is exercised over professional nursing staff and clerical support staff assigned to the Agency.

TYPICAL WORK ACTIVITIES:

Supervises and coordinates activities relating to employee recruitment, placement, and human resource management;

Assists in the supervision of public health services and in the implementation of a Public Health Services Plan for the county;

Assists in developing and administering procedures for the evaluation of Agency programs;

Assists in the preparation and maintenance of the Annual Budget for the department;

Promulgates policy and procedure manuals and guidelines;

Assists in the orientation and training of the staff;

Assists in the interviewing and selection of staff;

Makes administrative decisions in the absence of the Agency Director;

Develops agreements and contracts where applicable to provide agency services or to secure services needed by the agency;

Prepares a variety of reports relating to Agency activities.

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FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL CHARAC-

TERISTICS: Good knowledge of current nursing practice and administration, public health programs, and administration of health economics and legislation; good knowledge of community organizations; working knowledge of research methods; ability to plan, organize, and direct the work of others; ability to present ideas clearly both orally and in writing; ingenuity and resourcefulness in solving administrative problems; ability to interpret existing and proposed health programs as they affect nursing; and ability to work cooperatively with others.

MINIMUM QUALIFICATIONS: Either:

- (A) Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with a Master's Degree in Public Health or a related field and one year of public health administration experience; or
- (B) Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with a Bachelor's Degree in Nursing or a health-related field and three years of satisfactory public health administration experience;
or
- (C) An equivalent combination of experience and training as defined by the limits of (A) and (B) above.

NOTE: Your degree or credits must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree or credits were awarded by an educational institution outside of the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the Internet at: <https://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.

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Revised and Reviewed 7/21/03 and placed in classplan
Revised and Reviewed 7/24/03
Revised and Replaced in Classplan: 12/21/2022
Revised and Replaced in Classplan: 10/18/2024 (Edu)

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Last Reviewed:2/24/00
Jurisdictional Class: Competitive
Public Hearing: N/A
NYS Civil Service Commission Approval: N/A