

COMMUNITY HEALTH SUPERVISOR

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for planning, directing, coordinating, and evaluating community health programs and health promotion initiatives within the Sullivan County Department of Public Health. The incumbent provides direct supervision to Community Health Workers, Public Health Educators, Senior Public Health Educators, and other assigned personnel while overseeing the implementation of grants, contracts, strategic initiatives, and community-based interventions. The Community Health Supervisor is responsible for translating departmental strategic priorities into operational work plans, ensuring program compliance, monitoring performance measures, and fostering collaborative partnerships with healthcare providers, community organizations, schools, and governmental agencies. The work is performed under the general direction of the Public Health Director, or designee, with considerable latitude for independent judgment in program administration and personnel management.

TYPICAL WORK ACTIVITIES: *The typical work activities listed below, while providing representative examples of the variety of work assignments in the title, do not describe any individual position. Incumbents in this title may perform some or all of the following, as well as other related activities not described.*

- Plans, coordinates, implements, and evaluates community health initiatives and population health programs;
- Develops departmental work plans and monitors progress toward strategic goals and performance measures;
- Oversees implementation of federal, state, and local grants and contracts;
- Monitors budgets, expenditures, deliverables, and reporting requirements;
- Assists with developing policies, procedures, workflows, and quality improvement activities;
- Reviews program performance data and prepares reports for leadership, funding agencies, and governing bodies;
- Coordinates community outreach activities and ensures alignment with departmental priorities;

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Establishes and maintains partnerships with healthcare providers, schools, community organizations, municipalities, and other stakeholders;

Represents the Department on committees, coalitions, advisory boards, and regional initiatives;

Is responsible for program staff recruitment, orientation, coaching, evaluations, scheduling, and disciplinary actions as requested by the Public Health Director;

Ensures compliance with NYSDOH requirements, grant conditions, departmental policies, and applicable regulations;

Assists with emergency preparedness activities and public health emergency response;

Identifies funding opportunities and assists with grant writing and program development;

Oversees collection, analysis, and reporting of program outcome data; and

Performs related work as required.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS: Good knowledge of public health principles, regulations, and practices; working knowledge of community health assessment and health improvement planning; working knowledge of health promotion, program planning, implementation, evaluation, and disease prevention strategies; working knowledge of personnel supervision and performance management; working knowledge of grant administration and contract management; working knowledge of data collection, analysis, and interpretation; working knowledge of continuous quality improvement; working knowledge of regulations and standards; the ability to supervise and motivate staff; the ability to manage multiple programs simultaneously; the ability to analyze complex administrative and programmatic issues; the ability to develop effective partnerships; the ability to prepare reports and extrapolate trends from data; the ability to communicate effectively both orally and in writing; and the ability to exercise sound judgment and independent decision making.

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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, Health Administration, Health Education, Public Administration, Nursing, Social Work, or closely related field, and one (1) year of supervisory, program coordination, or public health management 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 Public Health, Health Administration, Health Education, Nursing, Social Work, Human Services, or closely related field, and three (3) years of supervisory, lead worker, or program coordination experience.

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Originated: 7/15/2026

Jurisdictional Class: Competitive

Public Hearing: N/A

NYS Civil Service Commission Approval: N/A

Reviewed and placed in Classplan: 7/15/2026