

## **DEPUTY PUBLIC HEALTH DIRECTOR**

**138-B**

**DISTINGUISHING FEATURES OF THE CLASS:** This position involves responsibilities for assisting in the administration and supervision of the County Public Health Department providing a variety of public health programs and services in the county. Work is performed under the Public Health Director in accordance with Public Health Law, New York Codes of Rules and Regulations, and established policies and procedures. This position provides administrative oversight for all programs in the department. Supervision is exercised over professional staff and clerical support staff assigned to the Agency. Incumbent has complete charge of departmental operations and direction of personnel in absence of the Public Health Director.

**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 programs and oversees the implementation of a Community Health Improvement Plan for the county;

Writes applications for grant funding as required;

Directs a communicable disease investigation through epidemiologic methods and directs health emergency response events and/or drills in accordance with public health laws and NYS Department of Health rules and regulations;

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

Assists with the assessment of fiscal and financial needs, including assistance in the preparation and maintenance of the annual budget for the department and approval of expenditures;

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.

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

**TERISTICS**: Good knowledge of current public health practices and administration, epidemiology, 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 the public health; 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 two (2) years of public health administration or health care 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 Public Health, Nursing or a health related field and four (4) years of experience as described in (A) above.

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Originated: 3/15/04  
Jurisdictional Class: Competitive  
Public Hearing: N/A  
NYS Civil Service Commission Approval: N/A

Placed in classplan book on 3/15/04  
Revised 10/29/04  
Revised in classplan on 10/29/04  
Revised in classplan on 1/9/17  
Revised and Replaced in Classplan: 1/30/2023