

DIRECTOR OF ADMINISTRATIVE SERVICES – PUBLIC HEALTH

DISTINGUISHING FEATURES OF THE CLASS: This position involves high-level administrative and supervisory responsibility for assisting in the leadership, planning, coordination, and oversight of Sullivan County Department of Public Health. The work is performed under the general direction of the Public Health Director with considerable leeway allowed for the use of independent judgment in carrying out departmental operations and strategic initiatives. The Director of Administrative Services - Public Health assists in the oversight of agency programs, workforce development, quality improvement, compliance, strategic planning, policy development, performance management, and operational administration. Responsibilities include supervision of professional, administrative, programmatic, and support staff, and coordination of agency-wide initiatives related to quality assurance, accreditation readiness, workforce competencies, regulatory compliance, and program evaluation.

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.*

- Assists in the administration and oversight of public health programs, clinical services, and agency operations;
- Assists in the implementation, monitoring, and evaluation of the Department's Strategic Plan, Community Health Improvement initiatives, workforce development efforts, and performance management systems;
- Develops, reviews, updates, and implements departmental policies, procedures, competencies, operational guidelines, and quality standards;
- Provides oversight of departmental quality improvement, compliance, accreditation readiness, and performance management activities, including standards and applicable Federal, State, and local regulations;
- Coordinates or oversees agency-wide staff development, onboarding, orientation, competency assessment, mandatory trainings, and professional development initiatives;
- Assists in interviewing, hiring, workforce planning, and employee performance management activities;

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Monitors departmental compliance with applicable laws, regulations, policies, internal controls, and public health standards and recommends corrective actions or operational improvements as needed;

Coordinates data collection, analysis, reporting, program evaluation, and quality assurance activities to support operational effectiveness and regulatory compliance;

Oversees or assists with the preparation of reports, policies, procedures, grant applications, contracts, interagency agreements, and other administrative documents;

Performs related work as required.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL

CHARACTERISTICS: Good knowledge of the principles and practices of public health administration, healthcare operations, quality improvement, compliance, workforce development, and program management; good knowledge of State and local public health laws, regulations, and accreditation standards; good knowledge of administrative management principles and supervisory practices; good knowledge of public health performance management and quality improvement methodologies; ability to plan, organize, coordinate, and evaluate public health programs and operations; ability to develop and implement policies and procedures; ability to analyze data and prepare reports; ability to supervise and direct the work of others; ability to communicate effectively both orally and in writing; ability to establish and maintain effective working relationships with staff, community organizations, healthcare providers, governmental agencies, and the public; sound professional judgment; resourcefulness; integrity; and administrative leadership ability.

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, Public Administration, Nursing, Social Work, or a closely related health or human services field; or

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(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, Public Administration, Nursing, Social Work, or a closely related health or human services field, and three (3) years of satisfactory public health administration or healthcare management experience; or

(C) An equivalent combination of training and experience 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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Originated: 8/25/2026

Jurisdictional Class: Competitive

Public Hearing:

NYS Civil Service Commission Approval:

Reviewed and placed in Classplan: 9/4/2026