

## **PUBLIC HEALTH DIRECTOR/DIRECTOR OF PATIENT SERVICES**

**DISTINGUISHING FEATURES OF THE CLASS:** This position serves as the primary administrator of all public health programs in a county of less than 250,000, including the Certified Home Health Agency and the Long Term Home Health Program. The Director is responsible for managing and administering the various technical services and personnel provided under the auspices of Public Health Services (local health department). Administrative supervision is exercised over the work of all professional, technical and other staff. The incumbent does related work as required.

### **TYPICAL WORK ACTIVITIES:**

Administers a local health department and is responsible for implementation of the Public Health Law, State and County Sanitary Codes and County Legislative policies;

Acts as appointed health officer for the County;

Works with public health medical consultants as needed;

Reports department activities to the local Health Services Advisory Board and the County Legislature and recommends actions to be taken;

Meets with professional advisory committee to plan policies and evaluate performance of the Certified Home Health Agency and Long Term Home Health Program;

Responsible for assessing community health needs and publishing a formal Community Health Assessment on a bi-annual basis in conjunction with the Municipal Health Services Plan under Public Health Law and Part 40 of the State Sanitary Code;

Mobilizes community partnerships to identify and solve health problems, promotes program development and networking with other agencies;

Participates and promotes staff participation on community and civic boards for coordination of

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health and human services needs;

Develops and implements policies and programs that support individual and community health

efforts in coordination with the local Health Services Advisory Board, the State Department

of Health and the professional staff of the department;

Assures a competent public health and personal health care workforce;

Evaluates effectiveness, accessibility and quality of personal and population-based health services

and informs the public about health issues to insure access to needed health care;

Prepares and issues public relations material regarding health agency activities utilizing newspaper

articles, radio and television programming;

Authorizes and supervises departmental expenditures;

Prepares annual budget and makes fiscal recommendations to the local Health Services Advisory

Board and the local legislative body.

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

**TERISTICS**: Comprehensive knowledge of the principles, practices and terminology of public health

administration, including proficiency in the core public health competencies of epidemiology and

biostatics, environmental health and health services administration ; thorough knowledge of Federal

and State Regulations regarding public health; thorough knowledge of regulations and modern

principles and practices of home health care program administration; thorough knowledge of the

principles and practices of management; familiarity with local government operations; ability to

direct and evaluate public health agency programs; ability to deal with the community agencies and

people from a variety of socioeconomic and ethnic groups on projects related to public health;

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ability to prepare and analyze various types of technical and statistical reports; ability to communicate effectively, both orally and in writing; ability to provide leadership that promotes cooperation of others; sound judgment; and tact.

**MINIMUM QUALIFICATIONS:** Licensure and current registration to practice as a Registered Professional Nurse in York State **and** either:

- (A) Master's Degree in Public Health, Public Administration, Health Administration, Nursing or a closely related field from a regionally accredited or New York State registered four year college or university and three (3) years of public health administration experience; or
- (B) An appropriate combination of education and experience deemed equivalent by the State Commissioner of Health.

**NOTE:** *All appointments to the position of Public Health Director are subject to the approval of the State Commissioner of Health.*

**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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Last Reviewed:4/1/05

Jurisdictional Class:Competitive

Public Hearing:N/A

NYS Civil Service Commission Approval: N/A

Revised in "Z" Draft (Sheila) 3/31/05

Removed from "Z" Draft and placed in Classplan on 4/4/05

Revised and Replaced in Classplan: 2/28/2023

Revised and Replaced in Classplan: 5/12/2025 (Edu)