

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. A Public Health Director is responsible for managing and administering the various technical services and personnel provided under the auspices of a health agency (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:

Acts as appointed health officer for the County;

Works with public health medical consultant as needed;

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

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

Responsible for assessing community health needs and publishing a formal Community Health Assessment on a bi-annual basis in conjunction with the Community Health Improvement 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 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; thorough knowledge of Federal and State Regulations regarding public and home health care; 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 public on projects related to public health; 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:

- (A) A Master's Degree in Public Health (MPH) from a regionally accredited or New York State registered college or university that demonstrates the core competencies of a public health education (Biostatistics, Environmental Health Sciences, Epidemiology, Health Policy and Management, and Social and Behavior Sciences) or a Master's degree in a related field from a regionally accredited or New York State registered college or university. Related fields include public health nursing, health administration, community health education or environmental health; and two (2) years of administrative experience in a health related organization or government agency that demonstrates that the candidate possesses the knowledge and skills necessary to administer public health programs including workforce and budget management, effective communication, effective establishment and implementation of policy or business goals, and compliance with legal requirements.

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

Note: Candidates who do not meet the education or experience requirements of this section may be conditionally approved for an appointment of two years by the State Commissioner of Health with an opportunity for two additional one year conditional renewals. Final approval of these candidates shall be contingent on satisfactory progress in meeting a public health education or experience plan developed in conjunction with and approved by 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.

---

Y:\CLASPLAN\PUBLIC HEALTH DIRECTOR.DOC  
Last Reviewed:1/28/03  
Jurisdictional Class:Competitive  
Public Hearing:N/A  
NYS Civil Service Commission Approval: N/A

Revised and Placed in Class Plan: 7/03/2013  
Revised and Replaced in Classplan: 2/28/2023  
Revised and Replaced in Classplan: 5/12/2025 (Edu)