

## **TOWN HEALTH OFFICER**

DISTINGUISHING FEATURES OF THE CLASS: This is an important professional and administrative position involving responsibility for initiating, planning, implementing and enforcement of a general public health program for a town. A town health officer, as the executive officer of the board of health (town board), carries into effect the definite orders of the board. The work is performed in accordance with the general policies and objectives prescribed by the town board and applicable state and local health laws and ordinances.

TYPICAL WORK ACTIVITIES: *Incumbents in this title may perform some or all of the following, as well as other related activities not described.*

Investigation and abatement of public health nuisances or questions affecting the security of life and health in the town;

May make application for a temporary restraining order and submit proof to support;

Proposes local public health or sanitary legislation to the town board for adoption;

May write and edit studies and reports, including research, data gathering, analysis, evaluation and recommendation;

Makes informational and plan presentations before community organizations, institutions and groups;

Makes recommendations for new ordinances;

Reports nuisances and hazards to appropriate authority on a Town, County and or State level;

Prepares and makes reports and recommendations to the town board regarding health nuisances and hazards.

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

TERISTICS: Comprehensive and detailed knowledge of the underlying basic sciences and of the principles and practice of medicine and surgery as applied to public health practices; thorough knowledge of the principles and practice of public health administration; comprehensive and detailed knowledge of the principles of epidemiology and of the diagnosis and treatment of communicable and preventable diseases; ability to address an audience effectively on public health subjects; ability to secure the cooperation of others and to establish and maintain a high standard of public relations; ability to prepare and analyze technical reports and to conduct correspondence relating to the work; ability to maintain a high standard of professional ethics; good moral character and judgment; and tact.

### MINIMUM QUALIFICATIONS: Either:

- (A) A physician who is currently registered to practice medicine in New York State; or
- (B) A non-physician with appropriate medical consultation who possesses:
  - 1) A baccalaureate degree from a regionally accredited college or university or one accredited by the New York State Board of Regents and two years supervisory experience in the administration, enforcement or management of a health or public health related program; or
  - 2) Possession of a Master's Degree from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees in public health or a related field and one year of supervisory experience in the administration, enforcement or management of a health or public health related program; or

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- 3) Possession of a current license or certificate of registration to practice health or public health related profession and one year of supervisory experience in the administration, enforcement or management of a health or public health related program; or
- 4) A combination of education and experience deemed equivalent to the above by the State Commissioner of Health.

*SPECIAL NOTE: All appointments to the position of health officer of persons qualified under Title 10 New York State Department of Health Rules and Regulations must be approved by the New York State Commissioner of Health.*

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Originated: 11/10/03  
Jurisdictional Class: non-competitive  
Public Hearing: n/a  
NYS Civil Service Commission Approval: :n/a

Revised 11/18/03  
Revised 11/20/03 and placed in classplan  
Revised and Replaced in Classplan: 3/30/2023