

## PUBLIC HEALTH DIRECTOR

DISTINGUISHING FEATURES OF THE CLASS: This is a high level administrative management position involving responsibility for the direction and managing of County health programs. Exercises general direction in the planning, coordination and operation of all health programs and in the supervision of the Director of Environmental Health Services and Director of Patient Services. Works on a cooperative basis with the Medical Consultant on all medical matters. Performs related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)  
Has responsible charge of the Health Department operations;  
Prepares the municipal health services plan as required by Part 40 Regulations of Article 6 of the Public Health Law;  
May directly administer particular aspects of a public health program, such as personnel, budget, purchasing, code enforcement, or property management functions;  
Represents the agency to the public, local and state officials, community organizations and others;  
Maintains various records of activities and makes reports to appropriate County officials as necessary;  
Coordinates Health Department activities in the Environmental Health and Nursing Divisions as necessary to attain and achieve departmental goals and objectives;  
Discusses issues of a medical nature with the department's Medical Consultant as required.  
Performs a variety of related activities as required.

*Typical Work Activities are intended only as illustrations of possible types of work that might be appropriately assigned to an incumbent of this title. Work activities that do not appear above are not excluded as appropriate work assignments, as long as they can be reasonably understood to be within the logical limits of the job.*

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Thorough knowledge of the principles, practices and terminology of public health administration; thorough knowledge of the principles and practices of management; familiarity with local government operations; ability to direct and evaluate the programs of a public health agency; 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 provide leadership and to secure the cooperation of others; tact.

### MINIMUM QUALIFICATIONS:

- a) Master's degree in public health or related field 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.

PLEASE NOTE: Education beyond the secondary level must be from an institution accredited or recognized by the Board of Regents of the New York State Department of Education as a post secondary, degree-granting institution.