



**DEPUTY DIRECTOR OF
PUBLIC HEALTH**

Jurisdiction Class: Competitive
Civil Division: County
Adopted by PO: 4/24/2008
Revised by PO: 8/24/2018

DISTINGUISHING FEATURES OF THE CLASS:

The work involves responsibility for acting in the absence of and assisting the Director of Public Health in planning, developing, implementing and evaluating a county public health program. The individual in this position has responsibility for a wide range of activities within the Department, including business management, program operations and clinical services. The incumbent plans and coordinates policies and programs within the Health Department and between the Health Department and other county departments. The Deputy Public Health Director works under the general supervision of the Director of Public Health with a high level of autonomy and use of independent judgment in carrying out these duties. The incumbent also acts as a resource person for personnel within the Health Department regarding interpretation of Federal, State and local health regulations and other issues. Supervision is exercised over subordinate staff. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Assists the Director of Public Health in planning, organizing and directing of all Public Health programs, Licensed Home Cares services, Diagnostic and Treatment clinic and services, and Special Children's Services;

Acts on behalf of the Director of Public Health in his or her absence and assumes all administrative, operating and reporting functions normally performed by the Director of Public Health;

Assists in the preparation and documentation of grant proposals and requests for Federal, State or other reimbursements;

Participates in the preparation and development of the annual budget, and individual grant budgets, including ongoing review and monitoring of expenses and revenues;

Participates in the hiring, evaluation and dismissal of employees by interviewing new candidates, conducting annual and periodic performance reviews and making recommendations to the Director of Public Health;

Plans, directs and participates in the annual staff development plan, including orientation/training of new personnel and continuing staff development;

Assigns and directs the work of subordinates and conducts periodic evaluation of employee performance;

Interprets Federal, State and local public health regulations, assists in the assurance that all programs are operating in compliance with regulations and guidelines, and ensures the understanding by staff of their responsibilities under these regulations;

Assists in the development, revision and communication to staff of all personnel, clinical and program policies, processes and procedures;

Prepares and supervises the development of demographic, statistical, programmatic, scientific and educational presentations, brochures and products for a wide variety of audiences;

Prepares a variety of reports, records and recommendations related to areas of responsibility;

Conveys public health information in writing and orally, in person and through electronic means, with linguistic and cultural proficiency in the appropriate format and health literacy level of the population served;

Participates in the conduct of surveys and assessments related to health matters;

Plans, develops, implements and evaluates agency programs;

Coordinates and participates in aspects of emergency preparedness planning and response efforts;

Establishes and maintains effective working relationships with community, professional and public agencies; including the New York State Department of Health, to coordinate the provision of services in the county;

May represent the Department and the Director of Public Health with the media relative to Public Health activities or issues;

Performs other duties as assigned.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough understanding & ability to follow principles of Basic Public Health Sciences (biostatistics, epidemiology, environmental, social & behavioral health);

Thorough understanding and ability to follow public health laws, regulations and policies;
Thorough knowledge of current public health programs, public health trends and legislation;
Analytic & assessment skills necessary to participate in community health assessments and in the identification of individual and family needs;
Adheres to ethical principles in the collection, maintenance, use and dissemination of data & information;
Cultural and Linguistic competency;
Good working knowledge of community agencies and services which can be utilized in support of special public health Initiatives;
Working knowledge of public information and public relations techniques;
Working knowledge of grant application process and monitoring;
Good working knowledge of modern fiscal and budgetary procedures;
Good knowledge of the principles of supervision and management, and demonstrated ability to plan and supervise the work of others;
Ability to understand, issue and carry out complex oral and written directions;
Effectively communicates in written, oral and electronic form to a wide range of audiences;
Ability to analyze and organize data and to prepare records and reports ;
Ability to plan, coordinate, administer and evaluate the effectiveness of programs and implement changes as indicated;
Ability to maintain a high standard of professional ethics;
Physical ability commensurate with the demands of the position;
Able to be fitted for and wear NIOSH 95 mask;
Valid New York State Driver's license.

MINIMUM QUALIFICATIONS:

- 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 or a related field and three(3) years of public health administration experience; OR
- b) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree in public health, nursing or closely related field and five (5) years of progressive administrative experience in a public health agency, hospital or health-related program, OR
- c) An equivalent combination of training and experience as defined by the limits of (A) and (B) above.

SPECIAL REQUIREMENTS:

- a) License and current registration to practice as a Registered Professional Nurse in New York State.
- b) Appointees will be required to possess a valid New York State Driver's License to operate a motor vehicle or otherwise demonstrate the ability to meet the transportation requirements of the job.