

HEALTH PROGRAM DIRECTOR

DISTINGUISHING FEATURES OF THE CLASS: This position plans, organizes, implements, and evaluates a complex program in the field of public health. The incumbent coordinates program components and applies complex state regulations in the development of program services. Work is performed under the general supervision of a higher-level administrator. Supervision is exercised over professional, technical, and clerical staff. Does related work as required.

TYPICAL WORK ACTIVITIES:

Plans, coordinates, implements and supervises a complex service component or special project in the Health Department;

Develops and conducts research studies for the development of programs in a field of public health and develops services on assessment of community needs and resources;

Develops program policy and procedures within Health Department guidelines, and recommends changes in program organization, methods and procedures, as required;

Develops, administers and evaluates education programs to provide individuals with information related to their state of health in order to enable them to make informed decisions regarding health care, preventive measures, nutrition, etc.;

Develops on-going working relationships with community agencies and institutional organizations sharing similar program goals, and coordinates the program with other health department and community programs to promote delivery of comprehensive services to the public;

Initiates and develops the active participation and cooperation of professional groups, governmental bodies, volunteer agencies, citizen's groups, educational institutions, etc. in the development of the program;

Develops coordination with special interest groups in the area of the program specialty and maintains working relationships with them and appropriate professional, technical and other personnel in private and public agencies;

Represents the program at conferences, community meetings, seminars, etc.;

Monitors program benchmarks and goals;

Supervises and develops program staff, both professional and clerical, to meet program goals and objectives; plans, organizes and directs staff development training programs;

Develops and implements performance standards for quality assurance control and conducts periodic program reviews for quality assurance control;

Evaluates and monitors program progress and recommends changes in organization and procedures as required to meet program objectives;

Prepares reports, as required by funding agency and auditors;

Maintains appropriate contacts with State and Federal agencies, and prepares reports as required;

Prepares and analyzes annual budget work plans, budget

modifications, legislative and bid packages, purchasing/Board of Acquisition requests, contracts and other fiscal and statistical reports;
May perform emergency preparedness duties prior, during and after a natural and/or man-made disaster.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of public health principals and skill in their application to community health programs in the area of assignment;
Thorough knowledge of the principles and practices of organizational and administrative processes and techniques;
Good knowledge of the New York State and Broome County health codes;
Good knowledge of community and human service agencies;
Good knowledge of health education and public relations organizations;
Working knowledge of the organizational aspects of State, County and Municipal agencies;
Ability to assemble, organize and present information clearly in oral and in written form;
Ability to communicate in an articulate manner for public speaking;
Ability to plan and supervise the work of others;
Ability to establish and maintain effective working relationships with professional, non-professional personnel, volunteers and community representatives;
Initiative;
Resourcefulness;
Tact;
Good judgment.

MINIMUM QUALIFICATIONS:

- A) Possession of a Master's Degree* in human services, social sciences, behavioral sciences, natural sciences, environmental sciences, education, business administration, health, public administration or closely related field; OR
- B) Possession of a Bachelor's Degree* in human services, social sciences, behavioral sciences, natural sciences, environmental sciences, education, business administration, health, public administration or closely related field and two years experience in community organization, human services, public health, health services or public administration; OR
- C) Possession of an Associate's Degree* in human services, social sciences, behavioral sciences, natural sciences, environmental sciences, education, business administration,

health, public administration or closely related field and four years' experience in community organization, human services, public health, health services or public administration; OR

- D) Graduation from high school or possession of an equivalency diplomas and six years' experience in community organization, human services, public health, health services or public administration;
- E) An equivalent combination of training and experience as indicated by the limits of A), B), C) and D) above.

***NOTE:** Your degree must have been awarded by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of education.