

DEPUTY DIRECTOR OF PUBLIC HEALTH

DISTINGUISHING FEATURES OF THE CLASS: This is an administrative position involving responsibility for assisting in the planning, organizing, evaluating and directing of the Health Department programs including communicable disease control, environmental health and personal health services and related services. The work is performed under the general supervision of the Public Health Director with wide leeway allowed for the use of independent judgment in determining operating methods and procedures. Supervision is exercised over the work of administrative, professional and clerical personnel in assigned areas of responsibility. Does related work as required.

TYPICAL WORK ACTIVITIES:

Assists in the planning, organization, evaluation and direction of the public health department;
Coordinates the activities of the department in assigned specialties;
Assists with the development of the annual health services plan, State aid application and other various annual reports;
Assists in the preparation of the annual department budget;
Oversees data processing, billing, personnel and building services activities of the department;
Gathers information and conducts studies on expanding and improving health services in the county and makes recommendations on findings;
Researches and identifies new funding sources and resources for public health program;
Represents the department in conferences and meetings related to health system planning and development;
Assists in the preparation of public relations material;
Prepares a variety of records and reports related to the work.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of the principles, practices and procedures of public health administration;
Good knowledge of budgeting and fiscal management practices;
Good knowledge of Federal, State and local legislation and regulations regarding public health;
Ability to plan and supervise the work of others;
Ability to prepare and analyze complex records and reports;
Ability to communicate effectively both orally and in writing;
Ability to establish good working relationships with others;
Resourcefulness in handling administrative problems.

***MINIMUM QUALIFICATIONS:**

A) Possession of a Master's Degree and six years of experience in program management/administration in a public health agency, which included workforce and budget management, and establishment and implementation of policy or business goals; OR

B) Possession of a Bachelor's Degree and eight years of experience in program management/administration in a public health agency, which included workforce and budget management, and establishment and implementation of policy or business goals; OR

C) Possession of an Associate's Degree and ten years of experience in program management/administration in a public health agency, which included workforce and budget management, and establishment and implementation of policy or business goals.

***NOTE:** Your degree 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.

SPECIAL REQUIREMENT: Incumbents in this position are required by the County Legislature to reside within the County of Broome, OR an adjoining county (TIOGA, CORTLAND, DELAWARE OR CHENANGO) at all times during their employment in the title.

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EXEMPT