

MEDICAL DIRECTOR

Tompkins County

Classification: Competitive

Labor Grade: 87

Approved: 0

MINIMUM QUALIFICATIONS:

Possession of a current valid license and registered to practice medicine in New York State, and two years of experience as a practicing physician.

NOTE:

All appointments to the position of Medical Director must be approved by the State Commissioner of Health.

Tompkins County is Committed to Equity and Inclusion. We encourage those with similar values to apply.

DISTINGUISHING FEATURES OF THE CLASS:

This position exists in the County Health Department and primarily involves responsibility to provide medical expertise to the Public Health Director who is the department administrator. The State Sanitary Code requires that a non-medical administrator have professional medical input in those matters requiring a licensed physician's determination. The Public Health Director relies on the Medical Director for advice and guidance in connection with a variety of medical matters, such as preventive medicine, immunizations, disease outbreaks and other related details. Additionally, the incumbent functions as Medical Director of the Physically Handicapped Children's Program, supervises the Community Health Services Division Quality Assurance Program and serves as Medical Director for the county Public Access Defibrillator Program. The work is performed under the general direction of the Public Health Director with wide leeway allowed for exercise of independent professional judgment in carrying out details of work. Indirect supervision is exercised over the work of the Director of Patient Services, Environmental Health Director and the Director of Children with Special Care Needs. The incumbent will perform all related duties as required.

TYPICAL WORK ACTIVITIES:

- Advises the Public Health Director and nursing, nutrition, sanitarian and other staff in a variety of health areas such as disease problems, policies regarding conducting clinics, medical aspects of public or community health nursing, home health care, etc.;
- Aids the Public Health Director in planning, organizing and overseeing a local public health program;
- Interprets health problems and issues to public officials, heads of other governmental agencies and elected and appointed officers of various levels of government in the County;
- Keeps the Public Health Director informed on health and medical needs and changes which may involve the department, and advises on policies, procedures and strategies accordingly;
- Provides medical advice to the County Board of Health;
- Aids in overseeing a program for control of communicable diseases by advising investigative staff in detection, treatment and analysis of statistical and other factual data;
- Oversees management of the Physically Handicapped Children's Program;
- Supervises the conduct of clinics for the treatment of general diseases and for prevention and discovery of diphtheria, rubella, mumps, tuberculosis, and other communicable diseases;
- Provides standing medical orders for immunizations, emergency injections, and inoculations;
- Participates in professional conferences and training programs to keep abreast of new developments in the field of public health;
- Arranges for in-service training of staff in a variety of public health matters;

- Prepares a variety of public relations material such as news releases, articles, radio and television announcements relative to public health matters;
- Speaks before groups and organizations regarding the functions and activities of the County Health Department;
- Performs quality assurance review on medical records at the Jail and complaint review upon written agreement with the Jail Medical Physician;
- Prepares a variety of records and reports related to the work.

KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

- Comprehensive knowledge of the sciences underlying, and of the principles and practices of medicine as applied to public health;
- Thorough knowledge of the principles and practices of epidemiology, sanitation and of the diagnosis and treatment of communicable diseases;
- Ability to advise on planning, directing and evaluating public health programs;
- Ability to deal with the public on projects related to public health;
- Ability to speak before groups on public health matters;
- Ability to prepare and analyze technical and statistical reports;
- An interest in maintaining a high standard of professional ethics.
- The employee's physical condition shall be commensurate with the demands of the position.