

Public Health Administrator Tompkins County

Department: Health Department

Classification: Competitive

Labor Grade: 89

Approved: September 1978

Revised: 10/79; 12/83; 7/86; 6/87; 10/89; 6/91; 12/15

By: HH, Commissioner of Personnel

MINIMUM QUALIFICATIONS:

(a) Graduation from a regionally accredited or New York State registered college or university with a masters degree in public health, hospital administration, health science, or a closely related field **AND** two years of full-time paid (or the equivalent part-time and/or volunteer) experience in an administrative position, one year of which shall have been in a health agency, hospital, or health related program; **OR**

(b) Graduation from a regionally accredited or New York State registered college or university with a bachelors degree in public health, hospital administration, health science, or a closely related field **AND** four years of full-time paid (or the equivalent part-time and/or volunteer) experience in an administrative position, one year of which shall have been in a health agency, hospital, or health related program; **OR**

(c) Any combination of training and experience equal to or greater than that described in (a) or (b) above.

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

DISTINGUISHING FEATURES OF THE CLASS:

This is a supervisory and administrative position involving responsibility for assisting the Public Health Director in the administration of department activities. The incumbent has particular responsibilities in the areas of budget preparation, fiscal management, data processing, data collection, and cost analysis studies but also assists in planning and developing policies and procedures in programmatic areas. The employee has a high level of autonomy and the work is performed under the general direction of the Public Health Director. Wide leeway is allowed for the exercise of independent judgment in carrying out work activities. The employee serves as a deputy and is authorized to act for and in place of the Public Health Director in his or her absence or as delegated. Supervision is exercised over the work of para-professional and clerical employees. This work does involve considerable demands from extremely tight deadlines and constant rush orders. The employee is required to exercise a high level of interpersonal skill and understanding in order to persuade, motivate or influence others and to facilitate meetings involving important public health issues. Internal contacts are across departments and agencies within Tompkins County's jurisdiction and require clarification of policy programs, projects or issues requiring inter-agency cooperation. External contacts are with professional associates, union representatives and involve the administration of public health programs and services. Patient and/or client contact is not required to fulfill these duties. Risk is minimal. This is a standard office environment. Due to extensive computer usage, the job does require good manual dexterity, an operating knowledge of the equipment, and considerable visual effort. Physical effort is minimal. The incumbent will perform all related duties as required.

TYPICAL WORK ACTIVITIES:

- Responsible for overall management and supervision of clerical, accounting, purchasing and statistical support services of the department including staff, equipment and facilities;
- Develops, reviews and maintains policy and procedures manuals for Health Department staff and programs in conjunction with division directors and in compliance with county and state policies;
- Reviews, negotiates and maintains contracts for services and transfer agreements with other agencies and makes recommendations for revisions to Director and Board of Health;
- Advises Public Health Director and division directors re program management approaches or modification;
- Develops preliminary budget and program justification with division directors;
- Coordinates data processing activities of department;
- Coordinates department activities in data collection, evaluations and interpretation for the purpose of budgeting and analysis of coverage of existing county health needs, in consultation with division directors;

- Prepares reports collected in department evaluations and position papers related to current or proposed public health programs and activities for the Public Health Director and Board of Health as requested;
- Analyzes and summarizes information on local population characteristics, service utilization to facilitate evaluation of current and future Health Department programs;
- Provides input and recommendations on policy formulation and program policy development to the Director and Board of Health;
- Analyzes, interprets and condenses federal and state legislation, regulatory and administrative policies in the area of public health for the Director and Board of Health;
- Acts for the Public Health Director in his/her absence.
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KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

- Thorough knowledge of the principles, practices, and terminology of public health administration;
- Good knowledge of the principles and practices of fiscal management and data processing activities;
- Ability to supervise the work of others;
- Ability to develop new operating procedures, methods, policies;
- Ability to prepare and analyze various types of complex technical and statistical reports;
- Ability to follow complex oral and written directions;
- The employee's physical and mental condition shall be commensurate with the demands of the position.

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