

Public Health Director Tompkins County

Department: Health and Mental Health

Classification: Non-competitive per the NYS CSC 10/22/96

Labor Grade: Management Grade 90

Approved: Bd. Res. #207 07/09/85

Revised: 8/85; 11/90; 6/91; 3/93; 12/00; 02/08; 09/08; 12/09; 06/10; 07/15; 10/16

By: HH, Commissioner of Personnel

MINIMUM QUALIFICATIONS:

Graduation from a regionally accredited, or New York State registered, college or university with a Master's degree in a program which demonstrates the core competencies of a public health education (Biostatistics, Environmental Health Sciences, Epidemiology, Health Policy and Management, and Social and Behavioral Sciences) such as Public Health, Public Health Nursing, Health Administration, Community Health Education or Environmental Health **AND** two years of full-time paid (or the equivalent part-time and/or volunteer) administrative experience in a health related organization or government agency that demonstrates that the candidate possesses the knowledge and skills necessary to administer public health programs including: workforce and budget management; effective communication; effective establishment and implementation of policy or business goals; and compliance with legal requirements.

NOTE: All appointments to the position of Public Health Director and the appointment and arrangements for the medical consultant are subject to the approval of the State Commissioner of Health. Candidates who do not meet the education or experience requirements of this section may be conditionally approved for an appointment of two years by the State Commissioner of Health with an opportunity for two additional one year conditional renewals. Final approval of these candidates shall be contingent upon satisfactory progress in meeting a public health education and/or experience plan developed in conjunction with, and approved by the State Commissioner of Health.

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

SPECIAL REQUIREMENTS:

1. The Public Health Director shall possess a valid New York State driver's license at the time of appointment and shall maintain such license for the duration of employment.
2. This position is considered to be a public officer. Pursuant to Article 3 of the NYS Public Officers law, the holder of this position must be a United States citizen and a resident of Tompkins County.
3. Per Section 351 of New York State Public Health law, this position is subject to a six-year term appointment.
4. The Public Health Director is on-call 24/7/365.

DISTINGUISHING FEATURES OF THE CLASS:

The Public Health Director serves as the Chief Executive Officer of the Department of Mental Health and the following Health Department units: Environmental Health, Children with Special Care Needs, and Community Health Services. This work involves developing strategies and plans that will effectively implement inter-agency cooperative agreements necessary to create a fully integrated service delivery plan. These cooperative relationships encompass a wide variety of programs across several distinct program areas within the jurisdiction. The incumbent is responsible for leading, initiating, planning, and directing all local public health and mental health initiatives. The incumbent will be responsible for developing, and implementing a variety of policies and procedures to ensure delivery of all appropriate services. The Public Health Director's goal is to put into place a cohesive and compliant framework that will enable all providers to deliver the highest quality integrated care service to all patients.

With the assistance and support of the Deputy Commissioner of Mental Health Services, Director of Community Services, the Public Health Director is responsible to the Community Mental Health Services board with regard to implementation of policies established by the Legislature as provided in § C-13.00 through § C-13.02 of the Tompkins County Charter. The Public Health Director is responsible to the Board of Health for the implementation and enforcement of the State and County Sanitary Codes

and other public health programs as provided for in § C-9.00 through § C-9.07 of the Tompkins County Charter. The incumbent is directly responsible to the County Administrator for the implementation of financial, personnel, and administrative policies established by the Tompkins County Legislature. An extreme level of autonomy and independent judgment are exercised when implementing the policies mentioned above and the incumbent will have full and direct accountability for final results.

Administrative control is exercised over the work of the Deputy Commissioner of Mental Health, the Public Health Administrator and higher-level staff of the various units and divisions of the Health and Mental Health departments. The Deputy Commissioner of Mental Health answers directly to the Public Health Director and will provide direct supervision to staff in the Mental Health Department. The Public Health Administrator answers directly to the Public Health Director and will provide direct supervision to division heads in Environmental Health, Children With Special Care Needs, and Community Health Services units. . The work will involve considerable demands from tight deadlines and conflicting priorities. Extreme interpersonal skills will be necessary in order to obtain trust and to successfully negotiate critical and sometimes highly controversial issues that have the potential of life or death outcomes. These negotiations will take place with high-ranking officials, administrators, heads of public and private agencies and legislators and will impact mission and policy decisions. The incumbent will perform all related duties as required.

TYPICAL WORK ACTIVITIES:

(The activities below are illustrative and not intended to be all-encompassing).

- Hires and supervises the Deputy Commissioner of Mental Health Services , Public Health Administrator, medical directors, the directors of direct service agencies and higher-level staff of the various local government units of the Health and Mental Health Departments;
- Plans, organizes and directs local mental health and public health programs, including the surveillance and treatment of disease and disease trends through-out the County;
- Develops policies for approval by the Board of Health, Community Mental Health Services Board and/or Tompkins County Legislature;
- Monitors operation of the contract and direct services;
- Directs the preparation of the annual budget and submits the budget to the Mental Health Board for their approval, and ultimately to appropriate funding bodies;
- Directs the annual evaluation of direct and contract agencies, with attention to fiscal and administrative responsibility and program effectiveness;
- Monitors administrative and fiscal procedures of direct and contract agencies to insure conformity with federal, state, and county requirements;
- Presents decision options and/or specific recommendations, together with supporting data, to facilitate policy and priority deliberations
- Oversees the development and implementation of policy and procedure manuals for Health Department activities, in accordance with state and local law and policies;
- Consults with the Medical Directors of Health and Mental Health in order to develop and implement policies with a medical basis;
- Works with appropriate community bodies to develop a common system of evaluation (to include accountability) of
- Environmental Health, Children With Special Care Needs, Community Health Services , Mental Health, developmental disabilities, and substance abuse services;
- Represents health and mental health services to the Health and Human Service Committee of the Legislature as well as to state regulatory agencies and financial bodies;
- Performs public relations duties with media and with representatives of the public;
- Represents the office of mental health services in community planning for all health and mental health-related services with a view toward filling gaps and minimizing duplication;
- Pursues alternative sources of funding;
- Organizes a system for consultation, examinations and emergency service for law enforcement agencies and courts within the county, and the hospital;
- Directs the operation of a program of licensing and inspecting to insure the sanitary quality of food served in public eating places;
- Directs a public health program for promotion and supervision of water supply systems and sewage disposal systems, insofar as sanitation is concerned;
- Establishes and collects fees from patients, persons or agencies for services rendered to patients in clinics operated by the health department and for nursing and therapy services (excluding physicians' services) rendered to people in their homes;
- Renders fees collected to the Budget and Finance Director of the County at such times and in such manner as required;
- Initiates, implements and coordinates health and health education programs with public and private community based
- Organizations groups throughout the County;

- Collects and records information relating to births, deaths and other statistics necessary or appropriate to the maintenance of a responsive health program throughout the County;
- Coordinates department data collection, evaluation and interpretation for the purpose of preparing budgets and proposing programmatic or personnel changes and developing grant applications;
- Participates in regional and local professional meetings and conferences to keep abreast of and coordinate health care developments and services;
- Carries out a public information and public relations program for the department;
- Serves as the registrar for the Vital Records Unit following all applicable state rules and regulations;
- Develops and administers appropriate staff orientation, evaluation and training programs;
- Appoints all unit staff and supervises staff activities to maximize departmental cooperation, cooperation with other County departments and community based organizations, and overall department effectiveness;
- Drafts and negotiates department contracts with other County departments or with non-county entities, and reviews and evaluates the efficiency and effectiveness of those entities in carrying out County work on a cost effective basis;
- Shares on-call responsibility with administrative staff for coverage of the Bioterrorism Preparedness Program cell phone.

KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

- Comprehensive knowledge of the principles, practices and terminology of public health administration;
- Thorough knowledge of the principles and practices of epidemiology and sanitation;
- Thorough knowledge of current public health and mental health programs;
- Thorough knowledge of current administrative practices in the health and mental health fields;
- Thorough knowledge of local government organization and operations;
- Thorough knowledge of current administrative practices in the community health and mental health fields;
- Good knowledge of the modern theory and practice of psychiatry;
- Good knowledge of the various private sector and not-for-profit entities throughout the county who may utilize the services of the various Health or Mental Health units.
- Ability to work with Legislators, community groups, health and mental health boards, and media representatives in order to define and implement the mission and vision for public health and mental health in Tompkins County;
- Ability to develop strategies necessary implement long range plans.
- Ability to organize and mobilize staff to implement short range plans and objectives for the provisions of a wide variety of health and mental health services;
- Ability to organize statistical data for fiscal, evaluative and planning purposes;
- Ability to respectfully work with community groups, boards, public officials and media representatives;
- Ability to organize data for fiscal, evaluative and planning purposes;
- Ability to understand and carry out a wide variety of complex oral and written instructions;
- Ability to plan, direct, and evaluate the efficacy of a variety of public health and mental health programs;
- Ability to work with the public on all projects related to public health and mental health;
- Ability to meet the travel requirements of the position;
- There is a significant amount of computer usage resulting in a moderate level of visual effort on a day-to-day basis;
- Solid professional ethics, good judgment, tact, integrity, resourcefulness, attention to detail, and an excellent moral character are all required personal characteristics;
- The employee's physical and mental condition shall be commensurate with the demands of the position, either with or without reasonable accommodations.

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