

## DEPUTY PUBLIC HEALTH DIRECTOR

DISTINGUISHING FEATURES OF THE CLASS: An incumbent is responsible for business management, program operations, and coordination of the technical services provided by the Department of Health. Supervision is exercised over professional, administrative, and clerical employees involved in programs that may be conducted by the health agency. The work is performed under the general direction of the Public Health Director. A Deputy Public Health Director does related work as required.

### TYPICAL WORK ACTIVITIES:

- Analyzes bulletins, regulations, and informational material in order to interpret and implement local policies and those of the State Department of Health;
- Analyzes operating procedures to devise more efficient methods of accomplishing work;
- Reviews and consolidates budget requests and revenue sources to prepare and develop budget documents;
- Authorizes and supervises departmental expenditures and oversees consolidation and reporting of accounting and statistical information;
- Prepares reports of departmental activities and recommends actions to be taken;
- May interview applicants for assigned positions in order to make appointments;
- Assists in administering negotiated contracts with recognized employee organizations;
- Participates in health care associations and organizations to keep abreast of new developments in public health in order to initiate and execute changes and adaptations;
- May communicate with news media and others concerning functions and activities of the agency;
- Prepares reports as required by local officials or the State Department of Health;
- May act for and in place of the Public Health Director in his/her absence.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS: Thorough knowledge of the principles, practices, and terminology of public health administration; thorough knowledge of business management procedures; good knowledge of the principles of personnel supervision; ability to direct and evaluate public health programs; ability to plan and coordinate the work of others; ability to readily acquire familiarity with applicable laws, regulations, and policies; ability to interpret financial reports; skill in organizing and consolidating information; skill in communicating effectively, both orally and in writing; skill in human and public relations; good judgement; thoroughness; dependability; physical condition sufficient to perform the essential functions of the position.

MINIMUM QUALIFICATIONS: Graduation from a regionally accredited or New York State registered college or university with a bachelor's degree in nursing, public administration, business administration, the physical or biological sciences, or related fields, and four years of experience in public health administration.-\*

\*-NOTE: A master's degree in public health or a related field may be substituted for no more than two years of the required experience.

## CATTARAUGUS COUNTY CIVIL SERVICE COMMISSION

Revised: 1/19/94

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