

Civil Division: Oneida County Government  
Jurisdictional Class: Competitive  
EEO Category: Administrators  
Revised: 11/07/17

## **DIRECTOR OF CLINIC SERVICES**

**DISTINGUISHING FEATURES OF THE CLASS:** This is an administrative position in the Oneida County Health Department which involves responsibility to oversee, manage, coordinate and plan a variety of specialized health programs and services. The incumbent is responsible for the planning, organizing and fiscal management activities for the programs, including quality improvement, personnel scheduling, regulatory compliance and budgeting. The work is performed under the general supervision of the Public Health Director with leeway allowed for the exercise of independent judgment in carrying out the details of the work. Supervision is exercised over the work of professional and clerical employees. The incumbent performs related work as required.

### **TYPICAL WORK ACTIVITIES:** (Illustrative Only)

Directs and manages the clinic and community based health services and preventive health programs delivered through the clinic;  
Determines, recruits and supervises the number of types of staff required to meet the agency's program responsibilities;  
Administers the operation of diagnostic and treatment clinics and services;  
Prepares and manages annual program budgets;  
Prepares descriptions for each category of employed or contracted position to clearly outline and identify the scope of practice, responsibility and accountability;  
Plans orientation of new personnel and provides appropriate in-service education specific to meeting agency responsibilities;  
Sets standards for regular evaluation of performance;  
Interprets agency services and policies to the general public and other health service providers;  
Develops procedures for systematic evaluation of programs;  
Interviews personnel and makes recommendation for hiring;  
Reports activities and program progress to Public Health Director;  
Plans, directs and manages health promotion and prevention activities and grants, including State mandated core programs and locally adopted programs;  
Oversees and prepares a variety of reports, statistics, data and records;  
Establishes operating procedures and develops forms and information collection systems for programs in areas of responsibility;  
Ensures programs are operating in accordance with state and federal requirements and regulations;  
Coordinates the provision of services with the community, professional and public agencies;  
Attends meetings, conferences, and training seminars to keep abreast of developments in public health and health promotion;  
Monitors budgetary expenditures and revenue for programs for which responsible;  
Establishes and maintains effective working relationships with community, professionals and public agencies to coordinate provision of services in assigned program areas.

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**FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:** Thorough knowledge of public health administration; thorough knowledge of principles and practices and terminology of public health administration; good knowledge of principles and practices involved in community health programs; good knowledge of modern fiscal and budgetary procedures; good knowledge of state and federal regulations affecting community health care; good knowledge of community agencies and services which can be utilized in support of special health programs; good knowledge of health economics; ability to plan and supervise the work of others; ability to express oneself clearly both orally and in writing; ability to establish and maintain an effective working relationships with the public and employees; ability to prepare complex written records and reports; initiative and resourcefulness; physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:** Candidates must meet minimum qualifications at time of application.

Either:

- (A) Graduation from a regionally accredited or New York State registered college or university with a Master's degree in education, public administration, nursing, management or related field **AND** three (3) years of management experience in a federal, state or local agency where services support public health efforts; two (2) years of which shall have been in a supervisory capacity; **OR**
- (B) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree in education, public administration, nursing, management or related field, **AND** four (4) years of management experience in a federal, state or local agency where services support public health efforts; two (2) years of which shall have been in a supervisory capacity.

**NOTE:** Verifiable part-time experience as stated above will be prorated toward meeting full-time experience requirements.

**SPECIAL REQUIREMENTS:** Certain assignments made to employees in this class will require access to transportation to meet field work requirements in a timely and efficient manner.

Adopted: 05/24/00

Revised: 04/14/03; 11/07/17