

Civil Division: Oneida County Government
Jurisdictional Class: Competitive
EEO Category: Administrators
Revised: 03/02/10

DIRECTOR OF COMMUNITY WELLNESS

DISTINGUISHING FEATURES OF THE CLASS: This position exists in the County Health Department and involves responsibility to oversee and directly manage, coordinate and plan a variety of public health and specialized health programs in the Community Wellness Division. The incumbent is responsible for the oversight of planning, organizing, and fiscal management activities for the programs, including quality control, personnel scheduling, grant writing, regulatory compliance, program implementation, and budgeting. The work is performed under supervision of the Public Health Director with leeway allowed for exercise of independent judgment in carrying out 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)

Oversees and directs the operation and management of wellness and preventive health programs, including grants and mandated core public health programs;
Determines, recruits and supervises the number of types of staff required to meet the agency's program responsibilities;
Prepares and manages annual program budgets with Health Director assistance;
Prepares descriptions for each category of employed or contracted position to clearly outline and identify the scope of practice, responsibility and accountability of the individual accepting the position;
Plans orientation of new personnel and appropriate in-service education specific to meeting agency responsibilities;
Makes provision for periodic evaluation of employee performance;
Develops agreements and contracts where applicable to provide agency services or to secure services needed by the agency;
Interprets agency services and policies to the general public and other health service providers;
Develops procedures for systematic evaluation of programs;
Interviews personnel and recommends to Public Health Director for hiring;
Reports activities and divisional progress to Public Health Director;
Collaborates with other Division Directors and Public Health Educator for integration of public health objectives throughout the department.
Plans, directs and manages health promotion and prevention activities, including State mandated core programs and locally adopted programs;
Supervises the work of divisional staff;
Oversees the preparation of a variety of statistics, data, reports and records;
Attends meetings, conferences, training seminars to keep abreast of developments in public health and health promotion;
Prepares and supervises the preparation of a variety of records and statistical reports on programs in areas of responsibility;
Establishes operating procedures and develops forms and information collection systems for programs in areas of responsibility;

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TYPICAL WORK ACTIVITIES (continued):

Ensures programs are operating in accordance with state and federal requirements and regulations;

Monitors budgetary expenditures and revenue for programs responsible for;

Establishes and maintains effective working relationships with community, professional and public agencies to coordinate the provision of services in assigned program areas.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of current public health practices and administration; thorough knowledge of principles and practices and terminology of public health administration; good knowledge of principles and practices involved in community-based program implementation; good knowledge of modern fiscal and budgetary procedures; good knowledge of state and federal regulations affecting community health care; good knowledge of community agency and services which can be utilized in support of special health programs; ability to plan and supervise the work of others; ability to express oneself clearly both orally and in writing; ability to establish effective working relationships with others and facilitated collaborations; ability to prepare and maintain records and reports.

MINIMUM QUALIFICATIONS: 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, **AND** must possess a current valid license and registration issued by the New York State Education Department to practice as a Registered Professional Nurse; **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, **AND** must possess a current valid license and registration issued by the New York State Education Department to practice as a Registered Professional Nurse.

NOTE: Verifiable part-time experience as described above will be pro-rated toward meeting full-time experience requirements.

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