

Jurisdictional Class: Competitive
EEO Category: Professionals
Adopted: 11/05/2021

ASSISTANT DIRECTOR OF CLINIC SERVICES

DISTINGUISHING FEATURES OF THE CLASS: This is an administrative position in the Oneida County Health Department which involves responsibility assisting the Director of Clinic Services in directing, planning and monitoring all aspects of administration of medical services of the public health clinic. The work is performed under the general supervision of the Director of Clinic Services with leeway allowed for the exercise of independent judgment in carrying out the details of the work. This employee also acts for the Director of Clinic Services in his/her absence. Supervision is exercised over the work of professional and clerical employees. The incumbent performs related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Plans and supervises work in the clinic and community based health services and preventive health programs delivered through the clinic;
Assists Director of Clinic Services in the operation of diagnostic and treatment clinics and services;
Provides direction and decisions in response to staff requests for information, policy interpretation, and appropriate procedures;
Assists in the formulation of policies and procedures for the Clinic consistent with the guidelines and regulations to ensure effective management;
Assists in the monitoring and evaluation of various program components and recommends improvements, policies or procedures for more effective performance;
Provides direct supervision to nursing staff and coordinates activities of nursing staff;
Provides training to all clinic staff regarding communicable disease, tuberculosis, sexually transmitted diseases, Hepatitis, Perinatal B and immunizations;
Coordinates the Clinic's safety and risk management practices;
Coordinates the provision of services;
Attends meetings, conferences, and training seminars to keep abreast of developments in public health and health promotion;
Establishes and maintains effective working relationships with community, professionals and public agencies to coordinate provision of services in assigned program areas.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL

CHARACTERISTICS: Thorough knowledge of health administration; thorough knowledge of principles and practices and terminology of health administration; good knowledge of principles and practices involved in community health programs; good knowledge of state and federal regulations affecting community health care; 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.

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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 nursing or related field **AND** two (2) years of management experience in a healthcare setting; one (1) 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 nursing or related field, **AND** three (3) years of management experience in a healthcare setting; two (2) years of which shall have been in a supervisory capacity; **OR**
- (C) Graduation from a Nursing education Program, **AND** current licensure as a Registered Nurse, **AND** four (4) years of management experience in a healthcare setting; three (3) 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 REQUIREMENT: Certain assignments made to employees in this class will require access to transportation to meet field work requirements in a timely and efficient manner.

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