

Civil Division: Oneida County Government  
Jurisdictional Class: Non-Competitive  
EEO Category: Officials/Administrators  
Adopted: 07/22/13

## **DEPUTY PUBLIC HEALTH DIRECTOR**

**DISTINGUISHING FEATURES OF THE CLASS:** The incumbent in this class acts generally for and in place of the Public Health Director and is responsible for assisting in the planning, organizing and directing of Health Department programs. The incumbent assists in business management, program operations and coordination of technical services provided by the employees involved in programs which may be conducted by the health agency. The work is performed under the direction of the Public Health Director. Supervision is exercised over professional, administrative and clerical employees involved in programs which may be conducted by the health agency. The incumbent performs related work as required.

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

Acts on behalf of the Public Health Director in his or her absence and assumes all administrative, operating and reporting functions normally performed by the Public Health Director;

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;

Gathers information and conducts studies on and improving health services in the county and makes recommendations on findings;

Researches and identifies new funding sources and resources for public health program;

Prepares a variety of records and reports related to the work;

Oversees divisions of the department in developing and maintaining methods and procedures of optimal economy and efficiency;

Interprets departmental policies and procedures to division;

Serves as department head representative in the absence of or as directed by the Public Health Director by acting as a liaison between unit heads, other departments, and private organization administrative matters;

Directs continuing and special studies of the department and its operation and makes reports and recommendations to the Public Health Director;

Coordinates, plans, and implements initiatives with other departments to meet client needs in an efficient manner;

In the absence of the Public Health Director, acts for the Director and carries out all responsibilities of Health Services;

Reports departmental activities to the Public Health Director;

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**TYPICAL WORK ACTIVITIES:** (continued)

Directs environmental health programs;  
Directs the conduct of Environmental Health assessments;  
Makes proposals of local regulations to provide conformity with the State Sanitary Codes and confers with local officials regarding their impact;  
Assists in the development and control of the operating and capital budgets;  
Assists the Director in carrying out specialized administrative services;  
Assists in supervision of agency division heads and activities in assigned specialties;  
Assists in the formulation and implementation of policies and procedures concerning the operation of the department;  
Assists in the planning, organization, and direction of the Public Health Department;  
Assists with the development of the annual health services plan and the preparation of the annual department budget;  
Assists the Public Health Director in planning, organizing and directing a local public health program, including the identification, influence and treatment of disease and disease trends throughout the County;  
Assists and may represent the Director in public relations aspects of the department in helping to interpret the work of the department to the community;  
Assists in developing and implementing personnel practices and employee relations.

**FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS:**

Thorough knowledge of the principles, practices and terminology of the public health administration; thorough knowledge of business management procedure; 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 judgment; thoroughness; dependability; physical condition sufficient to perform the essential functions of the position.

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**MINIMUM QUALIFICATIONS:** Either:

- A. Graduation from a regionally accredited or New York State registered college or university with a Master's degree in public health or a related field **AND** two (2) years of public health administrative experience in a public health agency, hospital, or health-related program; **OR**
- B. Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree in public health, nursing, public administration or a closely related field **AND** three (3) years of progressive administrative experience in a public health agency, hospital, or health-related program.

Adopted: 07/22/13