

Civil Division: Oneida County Government  
Jurisdictional Class: Unclassified  
EEO Category: Officials/Administrators  
Revised: 11/26/08

## **PUBLIC HEALTH DIRECTOR**

**DISTINGUISHING FEATURES OF THE CLASS:** This is a professional and administrative position involving responsibility for initiating and managing a local public health program and has the general powers and duties specified in Section 352 of the Public Health Law. An incumbent is responsible for maintaining a high standard of public health services, in accordance with the general policies and objectives of the Board of Health and with applicable State and local health laws and ordinances. General supervision is exercised over the environmental sanitation, medical and public and/or community health nursing services. The incumbent performs related work as required.

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

Plans, organizes and directs a local public health program;  
Authorizes and supervises Departmental expenditures;  
Prepares annual budget and makes fiscal recommendations to the local legislative body;  
Acts as liaison between State and local municipal officials;  
Interprets and implements the policies of the New York State Department of Health;  
Directs the operation of a program of licensing and inspecting to ensure the sanitary quality of food served in public eating places;  
Directs a public health program for promotion and supervision of water supply systems and sewage disposal systems, insofar as sanitation is concerned;  
Supervises a program for the control of communicable diseases through investigation of dangerous diseases and the compilation and analysis of appropriate statistics;  
Supervises the conduct of clinics for the treatment of venereal diseases and for the prevention and discovery of diphtheria, smallpox, tuberculosis and other diseases;  
Participates in professional conferences and training programs and arranges for in-service training of staff;  
Prepares public relations materials, such as newspaper articles, radio and television announcements, and speaks before groups and organizations regarding the functions and activities of the Health Department.

**FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:** Comprehensive knowledge of the basic sciences underlying, and of the principles and practices of, medicine as applied to public health practices; comprehensive knowledge of the principles, practices and terminology of public health administration; thorough knowledge of the principles and practices of epidemiology, sanitation, and of the diagnosis and treatment of communicable diseases; ability to plan, direct and evaluate public health programs; ability to deal with the public on projects related to public health; ability to plan and supervise the work of others; ability to prepare and analyze technical and statistical reports; interest in maintaining a high standard of the position.

continued...

**MINIMUM QUALIFICATIONS:** Effective 08/20/2008 per NYCRR Title 10 Sanitary Code

A Master's Degree in public health or a **related field\*** from a regionally accredited or New York State-registered college or university that demonstrates the core competencies of a public health education (Biostatistics, Environmental Health Sciences, Epidemiology, Health Policy and Management, and Social and Behavior Sciences); **AND** three (3) years of public health administrative experience in a health related organization or government agency that demonstrates that the candidate possesses the knowledge and skills necessary to administer public health programs, including workforce and budget management, effective communication, effective establishment and implementation of policy or business goals, and compliance with legal requirements.

\* **Related fields** include public health nursing , health administration, community health education or environmental health.

- NOTES:**
1. All appointments to the position of Public Health Director and the appointment and arrangements for the Medical Consultant are subject to the approval of the New York State Commissioner of Health.
  2. Candidates who do not meet the education or experience requirements of this section may be conditionally approved for appointment of two years by the State Commissioner of Health with an opportunity for two additional one year conditional renewals. Final approval of these candidates shall be contingent on satisfactory progress in meeting a public health education or experience plan developed in conjunction with and approved by the State Commissioner of Health.

Adopted: 02/09/82  
Revised: 04/18/94, 10/27/97, 11/26/08