

## **DIRECTOR OF COMMUNITY HEALTH**

**DISTINGUISHING FEATURES OF THE CLASS:** This position involves responsibility for the planning, organizing and administrative supervision of the Community Health division in the Health Department. The work is performed under the general supervision of the Director or Deputy Director of Public Health with leeway allowed for the use of independent judgment in carrying out work activities. Supervision is exercised over the work of both professional and clerical staff. Does related work as required.

### **TYPICAL WORK ACTIVITIES:**

Plans, organizes, supervises and evaluates the Community Health division of the Health Department;

Assures day-to-day operations and problems resolves problems which may include staff scheduling, record keeping, billing and service provision procedures and issues regarding supplies and equipment;

Develops and coordinates the implementation of the Community Health program's policies, procedures and standards in conjunction with administrative supervisors;

Prepares and/or directs the preparation of a variety of reports and recommendations on the Community Health division related to program activities;

Prepares the budget, cost studies and fiscal procedures for the Community division, including related grants;

Coordinates the Community Health assessment process, directing the study, collection and analysis of data for evaluation of disease trends, community health status and key health indicators;

Prepares Community Health improvement plan, updates related reports of findings, and communicates to key community members;

Interprets Community Health program policies and services to the general public and other agencies;

Coordinates and executes outreach activities designed to promote healthy communities and lifestyles;

Assists with ensuring compliance with grant requirements and state and federal regulations;

Participates in conferences, professional meetings and committees on health care issues, both publicly and within the Health Department.

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

Thorough knowledge of the principles and practices of public health and public health administration;

Good knowledge of State and local health requirements as they relate to the provision of family health, communicable diseases, maternal-child health, injury prevention, Article 28 regulations, lead poisoning prevention, and immunizations;

Skill in resolving administrative problems;

Ability to plan, organize and evaluate a Community Health programs and activities;  
Ability to direct and supervise the work of others;  
Ability to prepare, oversee and interpret program budgets and fiscal reports;  
Ability to collect and analyze data and prepare written program records;  
Resourcefulness.

**MINIMUM QUALIFICATIONS:**

- A) Graduation from a regionally accredited or New York State registered college or university with a Master's degree in public health, nursing, health services administration, public administration or closely related health field and two years of administrative or supervisory experience in a federal, state or local health care agency or clinic; OR
- B) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree in public health, nursing, health services administration, public administration or a closely related health field and three years of administrative or supervisory experience in a federal, state or local health care agency or clinic.

SPECIAL REQUIREMENT: Certain assignments made to employees in this class will require reasonable access to transportation to meet field work requirements made in the ordinary course of business in a timely and efficient manner.

R280                    8/20/14  
                          Revised 1/14/20  
                          Revised 2/7/22 - title change from:  
  Director of Clinic Services

COMPETITIVE