

## **COMMISSIONER OF HEALTH**

**DISTINGUISHING FEATURES OF CLASS:** This is medical administrative work of a complex nature which involves the responsibility for initiating, planning, organizing, and directing a public health program for the County, including the enforcement of applicable public health laws and sanitary codes. Direction is exercised over several supervisory, technical, and professional employees. The work is performed under the general direction of the County Executive and in accordance with obligations and liabilities granted or imposed by established laws and regulations. Does related work as required.

### **TYPICAL WORK ACTIVITIES:**

Plans, directs and administers local public health programs based on a Community Health Assessment and Community Health Improvement Plan; enforces state and local health laws, regulations and standards; and ensures agency compliance with the above;

Responsible for public health emergency preparedness and plans including but not limited to conducting continuous evaluation of such plans to ensure efficiency and effectiveness of public health initiatives;

Provides direct leadership and health authority for all local health policies, in order to address the health care needs of diverse communities;

Establishes overall public health policy and conducts long-range planning for the department by assessing internal and external factors;

Enforces applicable provisions of Sanitary Code;

Develops and manages the Health Department's budget, ensuring appropriate expenditures of public funds through the efficient operation of programs;

Actively interacts and works with federal, state and local government officials, boards and advisory councils, medical, scientific and other professionals, local and public health constituents;

Promotes communicating information as to the causes, nature, and prevention of prevalent diseases and the preservation and improvement of health;

Secures prompt and complete reports from physicians of diseases required to be reported, in addition to registration of births and deaths;

Conducts hearings, issues subpoenas and compiles testimony in matters relating to health violations;

Initiates court prosecution in cases where violations cannot be otherwise corrected;

Responsible for policies and procedures related to public health matters including the public communication of such and implementation of policy;

Confers and communicates with County department heads and staff relating to health matters;

Maintains communication with State Health Department and local Health Departments in surrounding counties;

Attends and participates in conferences.

### **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 prepare and analyze technical and statistical reports; interest in maintaining a high standard of professional ethics.

### **MINIMUM QUALIFICATIONS:**

Qualifications will be determined by the County Executive.

The individual must meet, as a minimum, the following, pursuant to section 11.11 (a) of the New York State Department of Health Sanitary Code:

(over)

1. Possession of a license to practice Medicine in New York State, and
2. Two (2) years of experience in administrative practice; and either
  - a.) A Master's degree in Public Health from a regionally accredited or New York State-registered college or university that demonstrates core competencies of a Master's in Public Health (Biostatistics, Environmental Health Sciences, Epidemiology, Health Policy, and Management, Social and Behavioral Sciences) or a Master's degree in a related field (i.e., comparable curriculum); or
  - b.) Certification by the American Board of Preventive Medicine.

**NOTE:** The Commissioner of Health's qualifications must be approved by the New York State Commissioner of Health prior to appointment.

**SPECIAL REQUIREMENTS:**

1. License to practice medicine in New York State must be maintained throughout the course of employment in this title.
2. Residency in Rockland County must be maintained throughout the course of employment in this title.