

## **COORDINATOR OF PUBLIC HEALTH SERVICES\*\***

**DISTINGUISHING FEATURES OF THE CLASS:** This is professional and administrative work involving responsibility for the oversight and administration of public health enforcement programs managed by the Department of Health. The work is performed under the general direction of a higher-level administrator and supervision is exercised over professional, technical, and clerical staff. Does related work as required.

### **TYPICAL WORK ACTIVITIES:**

Oversees and ensures the enforcement of housing hygiene and occupancy regulations and public health programs (Tobacco, Body Art, Lead, Healthy Neighborhood, Clean Indoor Air Act, etc.) pursuant to applicable public health laws (New York State, Local and Rockland County Sanitary Codes, etc.);

Oversees and ensures the enforcement of public health programs (e.g. Rockland County Housing Program, Tobacco, LEAD, Healthy Neighborhood);

Oversees and participates in the development, implementation, and review/revision of policies and procedures to ensure the proper enforcement of governing laws and regulations;

Identifies and reviews problems pertaining to departmental operations and recommends solutions, as needed (e.g. corrective actions, training, etc.);

Acts as liaison to departments, governmental agencies, community groups and organizations (local municipalities, State and Federal agencies, etc.) to request and ensure the delivery of services to support the department's operations;

Liaison to the County communications officer regarding press release inquiries;

Prepares and/or coordinates the preparation of the department's annual budget by gathering and organizing information, evaluating the department's operational needs, preparing justifications for budget requests, etc.;

Oversees the collection process for fees charged and fines levied by the Department;

Monitors the department's budgetary expenditures and revenues and requests budgetary actions (e.g., transfer of funds between accounts), as needed;

Oversees the establishment and administration of training and education programs for staff, business owners and operators, and members of the public;

Monitors grants to ensure compliance with contract requirements;

Conducts special projects, as assigned;

Prepares a variety of reports and statistical information in accordance with rules and regulations;

Performs statistical analysis to determine the needs of the community;

Represents the Center for Rockland Codes Investigations for all cases referred to the Board of Health;

Participates in the accreditation process by gathering data, conducting analysis, writing reports, monitoring compliance, etc.;

Attends a variety of meetings and conferences (e.g., committees of the Rockland County Legislature, community groups, New York State Department of Health), as assigned.

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

Thorough knowledge of local, state and federal regulations, laws, ordinances, codes, as they pertain to public health; thorough knowledge of the policies, procedures, laws, regulations and operations of the department\*; good knowledge of the principles and practices of public administration; good knowledge of the codes, rules and regulations of housing enforcement; ability to supervise the work of others; ability to interpret complex written material, such as program and government regulations; ability to prepare a variety of reports; ability to communicate effectively, both orally and in writing; ability to establish and maintain cooperative relations with others.

(over)

**MINIMUM QUALIFICATIONS:**

1. A Master's degree or higher and four (4) years of enforcement and prevention of the violation of laws and regulations which involved supervision experience for all (4) years; or
2. A Bachelor's degree and six (6) years of enforcement and prevention of the violation of laws and regulations which involved supervision for all (6) years.

**SPECIAL REQUIREMENT:** Possession of a valid motor vehicle license or accessibility to transportation to meet travel and field work requirements in a timely and efficient manner.

\*To be demonstrated during the probationary period.

\*\*This reflects a retitling of Coordinator of Community Health Services.