

## **DIRECTOR OF PUBLIC HEALTH PROGRAMS\***

**DISTINGUISHING FEATURES OF THE CLASS:** This is professional and administrative work of a complex nature primarily involving responsibility for the oversight and coordination of services and programs in the Department of Health. The work is performed under the general direction of the Commissioner of Health and in accordance with rules and procedures established by the Commissioner of Health and the Board of Health as well as local, New York State, and federal laws and regulations. The incumbent of this position may act for and in place of the Commissioner of Health, as needed. General direction is provided to professional, technical, and clerical staff. Does related work as required.

### **TYPICAL WORK ACTIVITIES:**

Coordinates and provides general direction to program directors in order to integrate services and functions, ensure compliance with rules and regulations, develop departmental and programmatic policies and procedures, etc.;

Administers the Rockland County Housing Program, including but not limited to the Rockland Codes Initiative (RCI), by developing and implementing policies and procedures, supervising staff, acting as liaison to New York State officials and representatives and Rockland County agencies and departments, ensuring compliance with applicable laws, policies, and procedures, etc.;

Gathers and reviews data regarding departmental programs and services in order to assess programmatic goals and service delivery effectiveness, make recommendations regarding program enhancements and corrective actions, as needed, ensure compliance with local, New York State, and federal laws, regulations, and standards, etc.;

Plans and coordinates staff meetings, staff development and in-service training programs, etc.;

Monitors contracts with vendors and New York State and local agencies in order to ensure compliance with contract provisions, the timely delivery of services, etc.;

Researches funding opportunities, public health trends, new developments in public health programs, etc., and prepares reports and makes recommendations regarding same;

Represents the Commissioner of Health at committee meetings, community agency meetings, New York State conferences and workshops, etc.;

Act as the Department of Health Corporate Compliance Officer by conducting investigations, as needed, representing the department at meetings, etc.;

May provide recommendations for the development of the department's annual budget;

May prepare grant proposals;

May act for and in place of the Commissioner of Health.

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

Thorough knowledge of the programs and services of the Rockland County Department of Health; thorough knowledge of the procedures and policies of the Rockland County Housing Program; thorough knowledge of the principles and practices of public administration, especially as they pertain to public health programs; good knowledge of the principles and practices of supervision; ability to identify grant opportunities and prepare grant applications; ability to communicate effectively, both orally and in writing; ability to prepare a variety of reports; ability to interpret complex written material, such as program and government regulations; ability to establish and maintain cooperative relations with others.

(over)

**MINIMUM QUALIFICATIONS:** A Master's degree or higher and five (5) years of post-degree administrative, managerial, and/or supervisory experience in a public health-related field (e.g., environmental health, housing, public health nursing, general public health administration, etc.).

**NOTE:** A Master's degree or higher in Public Health, Public Administration, or Business Administration may be substituted for one (1) year of the required experience.

\*This reflects a retitling of Director of Public Health Services.

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Competitive