

DIRECTOR OF PREVENTIVE HEALTH SERVICES

DISTINGUISHING FEATURES OF THE CLASS: This position exists in the County Health Department and involves responsibility to manage, coordinate and plan a variety of specialized preventive health programs. The incumbent is responsible for planning, organizing and fiscal management activities for the programs, including quality control, personnel scheduling and budgeting. The work is performed under supervision of the Public Health Director with leeway allowed for exercise of independent judgment in carrying out details of the work. Supervision is exercised over the work of professional and clerical employees. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Directs the operation of and manages the wellness and preventive health programs;
Determines, recruits and supervises the number of types of staff required to meet the agency's program responsibilities;
Directs the operation of diagnostic and treatment clinics and services;
Prepares and manages annual program budgets with Health Director assistance;
Prepares descriptions for each category of employed or contracted position to clearly outline and identify the scope of practice, responsibility and accountability of the individual accepting the position;
Develops and recommends personnel policies to include hours of work, pre-employment and periodic physical examinations and such other conditions of employment for submission to the Public Health Director;
Plans orientations of new personnel and provides appropriate in-service education specific to meeting agency responsibilities;
Makes provision for periodic evaluation of employee performance;
Develops agreements and contracts where applicable to provide agency services or to secure services needed by the agency;
Interprets agency services and policies to the general public and other health service providers;
Develops procedures for systematic evaluation of programs;
Interviews personnel and recommends to Public Health Director for hiring;
Prepares and supervises the preparation of a variety of records and statistical reports on programs in areas of responsibility;
Establishes operating procedures and develops forms and information collection systems for programs in areas of responsibility;
Ensures programs are operating in accordance with state and federal requirements and regulations;
Prepares budgets for programs and financial expenditure and billing statements;
Monitors budgetary expenditures and revenue for programs responsible for;
Establishes and maintains effective working relationships with community, professional and public agencies to coordinate the provision of services in assigned program areas;
Assists in the preparation of contracts for the provision of services from outside vendors.

DIRECTOR OF PREVENTIVE HEALTH SERVICES

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Thorough knowledge of current nursing practices and administration; thorough knowledge of principles and practices and terminology of public health administration; good knowledge of principles and practices involved in community health care programs; good knowledge of modern fiscal and budgetary procedures; good knowledge of state and federal regulations affecting community health care; good knowledge of community agencies and services which can be utilized in support of special health programs; good knowledge of health economics; ability to plan and supervise the work of others; ability to express oneself clearly both orally and in writing; ability to establish effective working relationships with others; ability to prepare and maintain records and reports; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of a high school equivalency diploma and EITHER:

1. Graduation from a regionally accredited or New York State registered college or university with Master's Degree in nursing and two years of supervisory experience in community health care administrative or management in a federal, state or local agency or in a diagnostic treatment center or clinic; or
2. Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree in nursing and three years of community health care administrative or management experience in a federal, state or local agency or in a diagnostic treatment center or clinic, two years of which shall have been in a supervisory capacity; or
3. An equivalent combination of experience and training as defined by the limits of (1) and (2) above.

SPECIAL REQUIREMENT: Possession of licensure and current registration to practice as a Registered Professional Nurse in New York State at time of appointment.

SPECIAL REQUIREMENT FOR APPOINTMENT: Possession of a valid New York State Operator's license at the time of appointment, and maintenance of such license throughout the tenure of employment in the position.

APPROVED: APRIL 27, 1999

CIVIL SERVICE CLASSIFICATION: COMPETITIVE