Deputy Director of Public Health
Tompkins County

**Department:** Health Department  
**Classification:** Non-competitive  
**Labor Grade:** Management Grade 89  
**Approved:** January 2018  
**Revised:** NYS CSC 5/15/19  
**By:** LG, Deputy Commissioner of Human Resources

**MINIMUM QUALIFICATIONS:**

Graduation from a regionally accredited, or New York State registered, college or university with a Master's degree in a program which demonstrates the core competencies of a public health education (Biostatistics, Environmental Health Sciences, Epidemiology, Health Policy and Management, and Social and Behavioral Sciences) such as Public Health, Public Health Nursing, Health Administration, Community Health Education or Environmental Health AND two years of full-time paid (or the equivalent part-time and/or volunteer) administrative experience in a health related organization or government agency that demonstrates that the candidate possesses the knowledge and skills necessary to administer public health programs including: workforce and budget management; effective communication; effective establishment and implementation of policy or business goals; and compliance with legal requirements.

**NOTE:** If/when designated to serve for and in place of the Public Health Director, the appointment is subject to the approval of the State Commissioner of Health. Candidates who do not meet the education or experience requirements of this section may be conditionally approved for an appointment of two years by the State Commissioner of Health with an opportunity for two additional one year conditional renewals. Final approval of these candidates shall be contingent upon satisfactory progress in meeting a public health education and/or experience plan developed in conjunction with, and approved by the State Commissioner of Health.

Tompkins County is Committed to Equity and Inclusion. We encourage those with similar values to apply.

**SPECIAL REQUIREMENTS:**

1. The applicant must possess a valid New York State driver's license at the time of appointment and shall maintain such license for the duration of employment.

2. A Deputy is not a Public Officer, but when serving for and in place of the Public Health Director for an indefinite period of time, the incumbent is considered to be a public officer. Pursuant to Article 3 of the NYS Public Officers law, the holder of this position must be a United States citizen, must be or become a resident of Tompkins County and take an oath of office.

3. The Deputy Public Health Director may be required to be on-call 24/7/365 at the discretion and direction of the Public Health Director.

**DISTINGUISHING FEATURES OF THE CLASS:**

This is a supervisory and administrative position involving responsibility for assisting the Public Health Director in the administration of department activities. The incumbent has particular responsibilities in the areas of budget preparation, fiscal management, data processing, data collection, and cost analysis studies but also assists in planning and developing policies and procedures in programmatic areas. The employee has a high level of autonomy and the work is performed under the general direction of the Public Health Director. Wide leeway is allowed for the exercise of independent judgment in carrying out work activities. The employee serves as a deputy and is authorized to act for and in place of the Public Health Director in his or her absence or as delegated. Supervision is exercised over the work of para-professional and clerical employees. This work does involve considerable demands from extremely tight deadlines and constant rush orders. The employee is required to exercise a high level of interpersonal skill and understanding in order to persuade, motivate or influence others and to facilitate meetings involving important public health issues. Internal contacts are across departments and agencies within Tompkins County’s jurisdiction and require clarification of policy programs, projects or issues requiring inter-agency cooperation. External contacts are with professional associates, union representatives and involve the administration of public health programs and services. Patient and/or client contact is not required to fulfill these duties. Risk is minimal. This is a standard office environment. Due to extensive computer usage, the job does require good manual dexterity, an operating knowledge of the equipment, and
considerable visual effort. Physical effort is minimal. The incumbent will perform all related duties as required.

**TYPICAL WORK ACTIVITIES:**

- Responsible for overall management and supervision of clerical, accounting, purchasing and statistical support services of the department including staff, equipment and facilities;
- Develops, reviews and maintains policy and procedures manuals for Health Department staff and programs in conjunction with division directors and in compliance with county and state policies;
- Reviews, negotiates and maintains contracts for services and transfer agreements with other agencies and makes recommendations for revisions to Director and Board of Health;
- Advises Public Health Director and division directors re program management approaches or modification;
- Develops preliminary budget and program justification with division directors;
- Coordinates data processing activities of department;
- Coordinates department activities in data collection, evaluations and interpretation for the purpose of budgeting and analysis of coverage of existing county health needs, in consultation with division directors;
- Prepares reports collected in department evaluations and position papers related to current or proposed public health programs and activities for the Public Health Director and Board of Health as requested;
- Analyzes and summarizes information on local population characteristics, service utilization to facilitate evaluation of current and future Health Department programs;
- Provides input and recommendations on policy formulation and program policy development to the Director and Board of Health;
- Analyzes, interprets and condenses federal and state legislation, regulatory and administrative policies in the area of public health for the Director and Board of Health;
- The Deputy Director will act for and on behalf of the Public Health Director in his/her absence.

**KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

- Thorough knowledge of the principles, practices, and terminology of public health administration;
- Good knowledge of the principles and practices of fiscal management and data processing activities;
- Ability to supervise the work of others;
- Ability to develop new operating procedures, methods, policies;
- Ability to prepare and analyze various types of complex technical and statistical reports;
- Ability to follow complex oral and written directions;
- The employee’s physical and mental condition shall be commensurate with the demands of the position, either with or without reasonable accommodation.

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