

Deputy Commissioner of Public Health Services Tompkins County

Department: Whole Health Department

Classification: Competitive

Labor Grade: Management 90

Approved: 6/2026

By: HB, Deputy Commissioner of Human Resources

MINIMUM QUALIFICATIONS:

1. Master's degree in Public Health, Health Administration, or related field from a regionally accredited or New York State-registered college or university that demonstrates the core competencies of a public health education (Biostatistics, Environmental Health Sciences, Epidemiology, and Health Policy and Management) AND Five (5) years of administrative experience, two of which must be in a senior supervisory capacity, 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. OR
2. Bachelor's degree in Public Health, Health Administration, or related field from a regionally accredited or New York State-registered college or university that demonstrates the core competencies of a public health education (Biostatistics, Environmental Health Sciences, Epidemiology, and Health Policy and Management) AND Seven (7) years of administrative experience, two of which must be in a senior supervisory capacity, 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 OR
3. Any combination of training and experience equal to or greater than that described in (a) or (b) above.

NOTE:

This role may be designated as the Public Health Director. All appointments as the Public Health Director and the appointment and arrangements for the medical consultant are subject to the approval of the State Commissioner of Health.

Preference in appointment may be given to those with a Doctoral degree.

SPECIAL REQUIREMENTS:

1. This role requires the ability to meet travel demands, with or without reasonable accommodation. A valid New York State driver's license is required at the time of appointment, or within 30 days of appointment if in possession of a valid out-of-state driver's license and license shall be maintained for the duration of employment.
2. This position 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 and a resident of Tompkins County.
3. While this work involves 24/7 on-call responsibilities, Tompkins County supports work-life balance and provides resources to promote employee wellness.

Tompkins County Government centers diversity, equity, and inclusion. We are committed to the empowerment of employees and residents to dismantle systemic barriers that inhibit inclusive governance and the provision of government services to all. Guided by our values of Respect, Accountability, Integrity, Equity, and Stewardship, we strive to build a workplace and community rooted in trust, belonging, and opportunity for all.

Learn more about our [Strategic Plan](#) and [Institutionalizing Equity Report](#), which embed equity across our operations.

DISTINGUISHING FEATURES OF THE CLASS:

The Deputy Commissioner of Public Health Services provides strategic leadership, administrative oversight, and vision for Public Health Services of Tompkins County Whole Health. This role is responsible for advancing population health through data-driven planning, rigorous program evaluation, and effective management of public health personnel and resources. The Deputy Commissioner ensures compliance with New York State Department of Health (NYSDOH) regulations while fostering a culture of continuous improvement, accountability, and equity.

The Deputy Commissioner plays a key leadership role at Tompkins County Whole Health, acting as a Deputy to the Commissioner of Tompkins County Whole Health and working collaboratively with the Deputy Commissioner of Operational Support Services and the Deputy Commissioner for Mental Health Services. This position will oversee three divisions within Whole Health - Environmental Health, Family and Child Health, and Community of Health. A high level of autonomy and independent judgement are exercised in this role. The incumbent will perform all related duties as assigned.

TYPICAL WORK ACTIVITIES:

Strategic Leadership and Administration

- Lead strategic planning and vision setting for public health programming, including an annual goals process and contribute to strategic planning of Whole Health overall.
- Expand the integration of public health services and programming within Whole Health including the expansion and depth of collaboration with Mental Health Services.
- Establish organizational priorities aligned with NYSDOH mandates and local community health needs.
- Lead public health policy development from an internal and external perspective working with partners to develop and advance relevant NYS policies or local law.
- Represent the department in interactions with state agencies, community partners, healthcare systems, and governing bodies.

Program Evaluation and Data-Driven Decision Making

- Design and oversee comprehensive program evaluation frameworks to assess effectiveness, efficiency, and impact of public health initiatives.
- Develop and monitor key performance indicators (KPIs) and quality improvement metrics across all program areas.
- Integrate epidemiological, financial, and operational data to inform program planning, policy development, and resource allocation.
- Translate complex data into actionable insights for staff, policymakers, and the public.
- Promote the use of evidence-based practices and population health analytics across all divisions.

Personnel Management and Organizational Development

- Provide leadership, supervision, and guidance to division directors and public health staff, fostering a collaborative and accountable work environment.
- Address personnel management issues including performance management, conflict resolution, workforce development, and succession planning.
- Promote staff training and professional development with a focus on leadership, equity, and public health competencies.

Fiscal and Operational Oversight

- Work closely with Operational Support Services to review divisional budgets, including state aid, grants, and local funding streams.
- Ensure efficient allocation of resources to support high-impact, evidence-based programs.
- Identify and apply for relevant grants and support the reporting, and compliance requirements as needed.
- Support Whole Health Operations from a leadership perspective including playing an operational role during emergency response.

KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

- Thorough knowledge of New York State public health laws, regulations, and funding structures
- Thorough knowledge of local government organizations and operations
- Strong leadership, communication, and personnel management skills.
- Ability to lead organizational change and build cross-sector partnerships
- Ability to plan, lead and assess the impact of a variety of public health programs.
- Demonstrated experience in program evaluation, data analysis, and performance management.
- Ability to organize and analyze data for fiscal, evaluative and strategic planning purposes
- Ability to interpret and effectively implement complex oral and written information
- The employee's physical and mental condition shall be commensurate with the demands of the position, with or without reasonable accommodation.

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