

Director of Community Health Tompkins County

Department: Health Department

Classification: Competitive

Labor Grade: 88

Approved: 01/28/2015 Reclassification of Director of Patient Services Title

Revised: 8/20

By: LG, Deputy Commissioner of Human Resources

MINIMUM QUALIFICATIONS:

1. Possession of a Master's degree in Nursing, Public Health, Public Administration or other health related field **AND** two years of full-time paid (or the equivalent part-time) healthcare management or administrative experience; **OR**
2. Possession of a Bachelor's degree in Nursing, Public Health, Public Administration or other health related field **AND** four years of full-time paid (or the equivalent part-time) healthcare management or administrative experience; **OR**
3. Any combination of training and experience equal to or greater than that specified in (a) or (b) above.

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

SPECIAL REQUIREMENTS:

(a) Appointees will be required to possess a valid New York State Driver's License and maintain such license for the duration of employment.

DISTINGUISHING FEATURES OF THE CLASS:

This is a professional administrative position involving responsibility for the administrative, professional and financial operations of the Community Health Division. An incumbent in this class is also responsible for the public's general health, i.e., communicable disease control and follow-up. This position has direct responsibility for all personnel under its administrative jurisdiction in order to assure safe, effective and efficient client care services. The Director of Community Health's internal contacts will be across divisions within the department as well as across departments within the organization and will entail developing public health programs and coordinating activities. The employee's external contacts may be with Legislators, other high-ranking officials and administrators, or heads of public or private agencies and involve important issues of public health policy and inter-agency cooperation. A high level of interpersonal skill is necessary in order to persuade, motivate and influence people under adverse or tense conditions and to facilitate meetings, and negotiations involving important and difficult public health issues. The employee exercises a high level of autonomy and independent judgment when carrying out the responsibilities of the position. Risk of injury or illness is minimal. The position requires the director to investigate and mitigate a variety of client complaints and concerns. The work environment has minimal exposure to disagreeable conditions and visual effort is moderate. The work is performed under the general direction of the Public Health Director and is not generally subject to more than general administrative control. Supervision is exercised over the staff of the Community Health Division, which is a major division of a large county department. The incumbent will perform all related duties as required.

TYPICAL WORK ACTIVITIES:

- Plans, initiates and directs the Division's programs; including but not limited to the Diagnostic and Treatment Center, Women Infants and Children program and the Licensed Home Care Service Agency.
- Develops, implements and monitors policies and standards for assigned services to ensure compliance with applicable local, state, and federal laws and regulations;
- Prepares budget data, cost studies and grant applications.
- Develops procedures for systematic evaluation of Division programs;
- Provides sufficient number of community health nurses to insure that clients receive care by or under the supervision or direction of a community health nurse;
- Makes provisions for sufficient number of supervisory nurses to provide adequate qualitative and quantitative control of client care services;
- Determines the number, types of staff and supervision required to meet the Division's responsibilities;

- Recruits staff qualified to provide the quality and quantity of services which the Division offers to clients;
- Coordinates the activities of various community organizations interested in furthering community health programs;
- Plans orientation of new personnel and provides appropriate in-service education specific to meeting Division responsibilities;
- Makes provision for periodic evaluation of employee performance;
- Develops agreements and contracts where applicable to provide Division services or to secure services needed by the Division;
- Coordinates activities of the quality assurance and improvement advisory committees with the governing authority;
- Interprets Division services and policies for the general public, other health service providers, and the recipients of Division services.
- Participates in public health preparedness activities; including but not limited to plan development, training and response activities.

KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

- Thorough knowledge of public health programs administration, health economics and legislation;
- Thorough knowledge of community resources;
- Working knowledge of research methods;
- Ability to plan, organize and direct the activities of others;
- Ability to interpret existing and proposed health programs as they affect public health;
- Ability to work cooperatively with others;
- Ability to communicate effectively;
- The employee's physical condition shall be commensurate with the demands of this position.

Originally created 01/16/2015

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