

## **DEPUTY DIRECTOR OF PUBLIC HEALTH**

**JOB CODE:** 2600  
**LOCATION:** Tioga County Public Health Department  
**CLASSIFICATION:** Competitive  
**SALARY:** Management/Confidential  
**ADOPTED:** Reso. 190-14 (8/12/14); revised: 02/03/17, 01/20; Tioga Co. Personnel & Civil Service

**\*PUBLIC OFFICER, no term**

**DISTINGUISHING FEATURES OF THE CLASS:** This position is responsible for acting in the absence of the Public Health Director. The incumbent will be involved with planning, organizing and helping direct county-wide health information, planning and public health emergency preparedness programs and the coordination of these services with similar activities in the State and Federal government. The work involves considerable public and professional contact in order to promote understanding, acceptance and active support of program objectives. The incumbent is responsible for identifying areas for cost saving and providing policy development for public health planning. The position provides a leadership role in a community response to public health or bio-terrorism threats or events and coordinates planning in partnership with the community and other appropriate agencies. The work is performed independently under general direction of the Public Health Director who reviews program plans and accomplishments. At the discretion of the Public Health Director, the incumbent may also serve as director of one or more divisions within the department. Supervision is exercised over subordinate staff. Does related work as required.

**TYPICAL WORK ACTIVITIES:** (Illustrative only)

- In conjunction with Public Health Director, plans organizes and directs a county-wide program of public health information and coordinates that program with the State and Federal Public health agencies;
- Acts on behalf of the Public Health Director in his or her absence and assumes all administrative, supervisory, operating and reporting functions normally performed by the Public Health Director;
- Plans, develops and organizes new or expanded public health programs;
- Identifies populations that aren't receiving services or are receiving only minimal services;
- Provides health promotion services;
- Directs and participate in the recruitment, selection and development of staff;
- Assists with the preparation of the budget, budget projections and forecasting personnel needs;
- Formulates public health information and surveillance policies;
- Directs public health investigations of disease outbreaks;
- Facilitates compliance with county and state public health laws;
- Assigns and directs the work of subordinates;
- Prepares, reviews, and assists in the creation of a variety of reports as required;

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

Thorough knowledge of the practices, laws, rules and terminology of public health administration; Thorough knowledge of the principles and practices of administration of public health emergency response and surveillance; Thorough knowledge of current public health programs, public health trends and legislation; Good knowledge of the practices, laws, rules and terminology relating to epidemiology and sanitation; Good knowledge of modern public health programs; Working knowledge of public information and public relations techniques; Working knowledge of the grant application process and monitoring; Ability to plan, organize and direct the work of others; Ability to understand issues and carry out complex oral and written directions; Ability to prepare budgets, operating reports and a variety of other reports relative to

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program activities; Ability to plan, organize, coordinate, administer and evaluate the effectiveness of program plans and provision of services related to public health; Ability to analyze and organize data and prepare records and reports; Ability to maintain a high standard of professional ethics.

### **MINIMUM QUALIFICATIONS: Either**

Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with a Master's degree in public health, nursing, physician assistant, or a related field\* and two (2) years of full-time (or its part time equivalent) program management/administrative experience in a public health agency or health related program: **OR**

Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with a Bachelor's Degree in public health, nursing or related field\* and four (4) years of full-time (or its part time equivalent) program management/administrative experience in a public health agency or health related program.

\*Related fields would include: health administration, community health, or environmental health.