



Yates County Office of Civil Service
 417 Liberty Street
 Penn Yan, NY 14527

NOTICE OF VACANCY

YATES COUNTY AND SCHUYLER COUNTY ANNOUNCE A VACANCY FOR: DIRECTOR OF PUBLIC HEALTH

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| Type of Appointment/Position Status/Classification: | Provisional/Full Time/Competitive | Rate of Pay/Salary: | TBD – Commensurate with experience |
| Location: | Yates County Office Building / Schuyler County Public Health | Negotiating Unit: | Non-Union |
| Work Hours: | Full Time / 40 Hours | Vacancies: | 1 |
| Residency Requirement: | Candidates must be legal residents of Yates, Seneca, Steuben, Schuyler, or Ontario County at time of application. | How to apply: | Online: https://mycivilservice.yatescounty.org/ Mail: Personnel office 417 Liberty Street Penn Yan, NY 14527 Fax: 315-536-5118 E-mail: personnel@yatescounty.org |
| Posted: | September 11, 2020 | Application Deadline: | October 9, 2020 |

DISTINGUISHING FEATURES OF THE CLASS:

This position is an administrative position with full responsibility for the Yates County and Schuyler County Public Health Department's. The responsibility includes fiscal management, business management, program operations and professional services. The Public Health Director is responsible for the implementation and enforcement of the State and local Sanitary Codes and is responsible for the operations of the Core Public Health Programs, Licensed Home Care Services Agency, Early Intervention Program, Preschool Special Education Program and Article 28 Clinic, including direct supervision, general oversight and contract services of professional, technical, clerical staffs and volunteers. Activities are performed under the direction of the County Administrator with considerable latitude in the exercise of independent judgment. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Exercises a high degree of initiative and independent judgment in formulating and adapting procedures to meet both long-range as well as short-range operational needs of the Public Health Department;
 Interprets and implements the policies of the State Department of Health, State Education Law and related environmental and Public Health Programs;
 Establishes and carries out departmental policies in consultation with local board of health, the State Department of Health, and the professional staff of the Department;
 Prepares budget, implements and maintains fiscal controls in accordance to State and Federal laws and rules and submits reports as required to multiple sources;
 Speaks before civic groups and community organizations concerning the functions and activities of the agency;
 Works with the community emergency partners to establish systems and leadership necessary for a comprehensive and coordinated local and regional emergency response;
 Prepares and issues public relations material regarding health agency activities, including newspaper articles, and radio and television programs;
 Assures that the Core Functions of Public Health are conducted as outlined under Public Health Law and Part 40 of the

State Sanitary Code;

Analyzes information to identify emerging issues and trends, and incorporates relevant findings into plans and programs;

Ensures a competent public health workforce;

Acts as liaison between the local board of health and other local municipal officials;

Acts as appointed health officer for the county;

Acts as Early Intervention Official;

Acts as Director of Patient Services;

Performs other duties as assigned.

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

Thorough knowledge of the practices, laws, rules and terminology of public health administration;

Thorough knowledge of current public health programs, public health trends and legislation;

Thorough knowledge of the practices, laws, rules and terminology relating to epidemiology and sanitation;

Good knowledge of modern public health programs;

Good knowledge of public information and public relations techniques;

Good knowledge of the grant application process and monitoring;

Ability to operate a personal computer and utilize common office software programs;

Ability to deal with the public on projects related to public health;

Ability to interpret existing and proposed health programs;

Ability to understand, issue and carry out complex oral and written instructions;

Ability to prepare budgets, operating reports and a variety of other reports relative to program activities;

Ability to plan and supervise the work of others;

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;

Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

- a) Master's Degree in Public Health from a regionally accredited or New York State registered college or university that demonstrates the core competencies of public health education (Biostatistics, Environmental Health Sciences, Epidemiology, Health Policy and Management, and Social and Behavior Sciences) or a Master's Degree in a related field from a regionally accredited or New York State registered college or university. Related fields include public health nursing, health administration, community health education or environmental Health; **AND**
- b) Two (2) years of 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.

SPECIAL NOTE:

- a) All appointments to the position of public health director and the appointment arrangements for the medical consultant are subject to the approval of the State Commissioner of Health.
- b) 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 on satisfactory progress in meeting a public health education or experience plan developed in conjunction with and approved by the State Commissioner of Health.

SPECIAL REQUIREMENT FOR APPOINTMENT AND CONTINUED EMPLOYMENT:

- 1) Possession of a valid New York State Driver's license is required at the time of appointment, and such license must be maintained in good standing throughout the tenure of employment in the position;

PRE-EMPLOYMENT REQUIREMENTS:

All Yates County employees will be subjected to a background check, Workers Compensation medical physical, E-Verify Employment Verification, possible drug testing and, depending on the position, fingerprinting.

Yates County is an equal opportunity employer, and as such offers equal opportunities for all qualified applicants with no discrimination as to age, race, color, creed, sex, national origin, sexual orientation, military status, predisposing genetic characteristics, marital status, domestic violence victim status or disabilities, and in certain circumstances pursuant to Executive Law 296, conviction record. Any person with a disability requesting reasonable accommodations in order to participate in examinations will be accommodated.