

**DEPARTMENT:** HEALTH DEPARTMENT  
**CLASSIFICATION:** NON-COMPETITIVE  
**APPROVED:** 09/14/87

**FLSA Status:** Exempt/Executive 1/4/2010

### PUBLIC HEALTH DIRECTOR

**DISTINGUISHING FEATURES OF THE CLASS:** This is a high-level administrative position involving responsibility for managing or assisting in the management of a local health agency. A Public Health Director is responsible for coordinating the various technical services provided under the auspices of a health agency. Medical consultation is provided by a health officer. Administrative supervision is exercised over the work of all professional, technical and other staff.

In Counties of less than 250,000 population, when not inconsistent with the public health needs of the County as determined by the State Commissioner of Health, a Public Health Director may be employed in lieu of a Commissioner of Health.

The term, Public Health Director, shall mean a person who, with appropriate medical consultation, administers and manages the Public Health Programs within a County.

### **TYPICAL WORK ACTIVITIES:**

1. Administers, or assists in administering a local health program;
2. Reports departmental activities to the local board of health and recommends actions to be taken;
3. Establishes and carries out departmental policies in consultation with the local board of health, the health officer, the State Department of Health, and the professional staff of the Department;
4. Acts as liaison between the local board of health and other local municipal officials;
5. Interprets and implements the policies of the State Department of Health;
6. Authorizes and supervises departmental expenditures;
7. Prepares annual budget and makes fiscal recommendations to the local board of health and the local legislative body;
8. Speaks before civic groups and community organizations concerning the functions and activities of the agency;
9. Prepares and issues public relations material regarding health agency activities, including newspaper articles, and radio and television programming;
10. Prepares reports as required by local Board of Health and State Health Department.

### **FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Comprehensive knowledge of the principles, practices, and terminology of public health administration; thorough knowledge of the principles and practices of management; familiarity with local government operations; ability to direct and evaluate the programs of a public health agency; ability to deal with the public on projects related to public health; ability to prepare and analyze various types of technical and statistical reports; ability to provide leadership and to secure the cooperation of others; tact. Physical condition commensurate with demands of the position.

### **MINIMUM QUALIFICATIONS:**

1. A Public Health Director shall possess a Master's Degree in public health or related field and three years of public health administration experience, or an appropriate combination of education and experience deemed equivalent by the State Commissioner of Health.

### **SPECIAL REQUIREMENTS:**

1. All appointments to the position of Public Health Director and the arrangements for the medical consultant are subject to the approval of the State Commissioner of Health.
2. Persons occupying a similar position as of January 1, 1979 with current health department certification shall be considered as meeting the qualifications for this position.