



SCHUYLER COUNTY CIVIL SERVICE

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Lorry Johnson
Personnel Officer

Schuyler County Job Opening
Public Health Director
Public Health

LAST DATE TO FILE: Applications accepted until position is filled.

SALARY: Commensurate with experience. Excellent benefit package which includes: NYS Retirement; Health Insurance; paid sick, personal, holiday, and vacation time. For a review of the Management/Confidential Handbook for further details on benefits go to <http://www.schuylercounty.us/DocumentCenter/View/4349/Management-Confidential-Handbook-?bidId=>

VACANCY: At the present time, there is one full-time (35 hours/week) opening in the Schuyler County Public Health Department.

HOW TO APPLY: Interested applicants must submit a Civil Service application to the Schuyler County Civil Service office, 105 Ninth St., Unit 21, Watkins Glen, NY 14891. **Faxed and emailed applications are accepted.**

RESIDENCY REQUIREMENT: Incumbents in this position are required to be legal residents of Schuyler or a contiguous (Chemung, Seneca, Steuben, Tompkins and Yates) county upon taking office and remain so during the entire term of appointment.

JOB DESCRIPTION: This position is an administrative position with full responsibility for the local Public Health Department. 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, Watershed Agency, Early Intervention Program, and Preschool Special Education Program, 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. Public Health Director does related work as required.

TYPICAL WORK ACTIVITIES:

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;

Prepares budget, implements and maintains fiscal controls in accordance to State and Federal laws and rules and submits reports as required to multiple sources;

Evaluates effectiveness, accessibility, and quality of personal and population-based health services

Interprets and implements the policies of the State Department of Health for Articles 25, 28, and 36 and other related environmental and Public Health Programs, as well as Article 89 of the State Education Law;

Acts as appointed health officer for the county;

Acts as Early Intervention Official;

Responsible for assessing community health needs and publishing a formal Community Health Assessment and Community Health Improvement Plan 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;

Establishes a performance management/quality improvement system that sets organizational goals, quality, and performance standards to achieve priorities of the department;

Establish community partnerships to identify and solve health problems and promotes program development and networking with other agencies;

Work with the community emergency partners to establish systems and leadership necessary for a comprehensive and coordinated local and regional emergency response;

Participates in local, regional, state and national health organizations for the promotion of public health;

Ensures a competent public health workforce;

Prepares all types of reports as required.

MINIMUM QUALIFICATIONS:

- Master's degree in public health 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, Health Policy and Management, and Social and Behavior Sciences) or a Masters 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** two 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 REQUIREMENTS:

1. The Public Health Director shall possess a valid New York State driver's license at the time of appointment and shall maintain such license 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 Schuyler County.

3. Per Section 351 of New York State Public Health law, this position is subject to a six-year term appointment.

Issue Date: May 27, 2022