



SCHUYLER COUNTY CIVIL SERVICE

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Lorry Johnson
Personnel Officer

Schuyler County Job Opening
Deputy Public Health Director
Public Health

LAST DATE TO FILE: Applications must be received in the Civil Service office by 4:30pm on Tuesday, December 14, 2021.

SALARY: Commensurate with experience. Excellent benefits

VACANCY: At the present time, there is one full-time (35 hours/week) opening in the Schuyler County Public Health Department. **The person hired will need to take a Civil Service exam at a later date and be reachable on the list to gain permanency in the position.**

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 by the deadline. **Faxed and emailed applications are accepted.**

RESIDENCY REQUIREMENT: Candidates must have been **legal residents of Schuyler or a contiguous (Chemung, Seneca, Steuben, Tompkins and Yates) county** for at least one month immediately preceding the date of application. Preference in appointment may be given to a resident of the jurisdiction for which there is a vacancy.

JOB DESCRIPTION: This title is considered a Management/Confidential position. The work involves responsibility for acting in the absence of and assisting the Director of Public Health in planning, developing, implementing and evaluating a county public health program. The individual in this position has responsibility for a wide range of activities within the Department, including business management, program operations and clinical services. The incumbent plans and coordinates policies and programs within the Health Department and between the Health Department and other county departments. The Deputy Public Health Director works under the general supervision of the Director of Public Health with a high level of autonomy and use of independent judgment in carrying out these duties. The incumbent also acts as a resource person for personnel within the Health Department regarding interpretation of Federal, State and local health regulations and other issues. Supervision is exercised over subordinate staff. Does related work as required.

TYPICAL WORK ACTIVITIES:

Assists the Director of Public Health in planning, organizing and directing of all Public Health programs, Licensed Home Care services, Diagnostic and Treatment clinic and services, and Special Children's Services;

Acts on behalf of the Director of Public Health in his or her absence and assumes all administrative, operating and reporting functions normally performed by the Director of Public Health;

Assists in the preparation and documentation of grant proposals and requests for Federal, State or other reimbursements;

Participates in the preparation and development of the annual budget, and individual grant budgets, including ongoing review and monitoring of expenses and revenues;

Participates in the hiring, evaluation and dismissal of employees by interviewing new candidates, conducting annual and periodic performance reviews and making recommendations to the Director of Public Health;

Plans, directs and participates in the annual staff development plan, including orientation/training of new personnel and continuing staff development;

Assigns and directs the work of subordinates and conducts periodic evaluation of employee performance;

Interprets Federal, State and local public health regulations, assists in the assurance that all programs are operating in compliance with regulations and guidelines, and ensures the understanding by staff of their responsibilities under these regulations;

Assists in the development, revision and communication to staff of all personnel, clinical and program policies, processes and procedures;

Prepares and supervises the development of demographic, statistical, programmatic, scientific and educational presentations, brochures and products for a wide variety of audiences;

Prepares a variety of reports, records and recommendations related to areas of responsibility;

Conveys public health information in writing and orally, in person and through electronic means, with linguistic and cultural proficiency in the appropriate format and health literacy level of the population served;

Participates in the conduct of surveys and assessments related to health matters;

Plans, develops, implements and evaluates agency programs;

Coordinates and participates in aspects of emergency preparedness planning and response efforts;

Establishes and maintains effective working relationships with community, professional and public agencies; including the New York State Department of Health, to coordinate the provision of services in the county;

May represent the Department and the Director of Public Health with the media relative to Public Health activities or issues;

Performs other duties as assigned.

MINIMUM QUALIFICATIONS:

- A. Graduation from a regionally accredited or New York State registered college or university with a Master's degree in public health, nursing or closely related field and two years of administrative experience in a public health agency, hospital or health related field; OR
- B. Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree in public health, nursing or closely related field and four years of administrative experience in a public health agency, hospital or health-related field; OR
- C. An equivalent combination of training and experience as defined by the limits of A. and B. above.

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

Issue Date: November 29, 2021