

## CHIEF OF SECTION (DENTAL)

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision, is responsible for directing and coordinating the professional and operational activities of Dental Health Services, including setting the professional standards for dental services, developing a program of patient care to include continuity, follow-up and recall, and ensuring quality control of treatment. The incumbent is also responsible for monitoring the allocation of all dental resources and for evaluating the overall efficiency of operations and recruiting professional and auxiliary personnel. The incumbent serves as chief advisor on all dental operational activities, and in developing and implementing treatment modalities and health programs. Incumbent may provide clinical services or direct patient care when necessary. Supervision is exercised over a number of professional and staff positions. Does related work as required.

### EXAMPLES OF WORK: (Illustrative Only)

Establishes guidelines of dental care in accordance with accepted professional standards of practice;

Plans and supervises the dental treatment of patients;

Implements reporting systems of treatment rendered to facilitate administrative and management controls;

Directs the collection and tabulation of data in order to satisfy state and local reporting requirements;

Plans the Division budget to reflect program priorities and goals;

Coordinates all operational dental functions at various treatment sites;

Supervises the preparation of equipment, supplies, and manuals;

Coordinates the dental care aspects of programs relating to other health care programs (CHAP, day care centers, etc.);

Coordinates various community-based dental health programs;

Provides clinical services or direct patient care when necessary;

Serves as Health Department liaison to the Dental Society and to voluntary hospitals;

Uses computer applications or other automated systems such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments;

May perform other incidental tasks as needed.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Thorough knowledge of the principles and practices of dentistry; thorough knowledge of Dental Health Treatment Center operations; good knowledge of the inter-relationships among allied health disciplines; ability to organize and present ideas articulately and concisely, both orally and writing; ability to cooperate with and gain the cooperation of others; ability to demonstrate leadership; ability to effectively use computer applications such as spreadsheets, word processing, e-mail and database software; sound judgment and tact; ability to develop and coordinate teaching workshop programs; professional and personal integrity; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Possession of a valid license and current registration, issued by the New York State Education Department, in dentistry and either (a) a Master's Degree\* in Public Health or related health field and two years in the general practice of dentistry; or (b) four years experience in the general practice of dentistry, two years of which must have been in an administrative capacity relating to a dental health care delivery system; or (c) six years in the general practice of dentistry.

SUBSTITUTION: Completion of an approved internship and residency training may be substituted on a year for year basis for up to two years of the required general experience.

\*SPECIAL NOTE: Education beyond the secondary level must be from an institution recognized or accredited by the Board of Regents of the New York State Education Department as a post-secondary, degree-granting institution.

NOTE: Unless otherwise noted, only experience gained after attaining the minimum education level indicated in the minimum qualifications will be considered in evaluating experience.

West. Co.  
J.C.: Non-Competitive†  
DBB7

Job Class Code: E0587  
Job Group: XVII