

## COMMISSIONER OF HEALTH

DISTINGUISHING FEATURES OF THE CLASS: Under the general direction of the County Executive and in cooperation with the Board of Health, directs, manages and regulates the Department of Health's delivery of public health services throughout the County, including environmental sanitation, communicable disease control, personal health services, preventive healthcare, and health education, in order to promote health, prevent disease, prolong meaningful life and to provide the highest quality of health protection to County residents. Appointment to this position is for a term of four years, which coincides with the term of office of the County Executive. General supervision is exercised through subordinates over a large number of professional, technical and clerical employees. Does related work as required by law or as by the County Executive.

### EXAMPLES OF WORK: (Illustrative Only)

Establishes overall public health policy and conducts long-range planning for the department by assessing internal and external environments;

Plans, organizes, directs and controls all public health maintenance and preventive healthcare activities for the County, under the guidelines set by the New York State Public Health Law and other national, state and county legal regulations;

Organizes the various functions of the Health Department through appropriate departmentalization and delegation of duties;

Establishes formal means of accountability, and approves developments or changes in matters involving departmental policies and procedures;

Directs the application of a system of responsible accounting, including budget and internal controls, and approves the annual budget;

Participates in interdepartmental and departmental meetings when appropriate, to maintain liaison with the professional staff of the various departments concerning matters impacting on public health;

Develops and implements standards, programs and procedures for the provision of on-going public health services as required according to the New York State and Westchester County Sanitary Codes;

Determines responsive and preventive measures to be taken in safeguarding all aspects of the health of the County's residents, and works closely with the County's individual municipalities to assist them in development of their own public health programs;

Initiates and directs various licensing and inspection programs and community health programs, establishes County sanitary standards and directs the inspection of sewage disposal facilities;

Serves as the Departmental Representative to the County Board of Health and is invested with all the powers of the Board of Health. Is responsible for the development and

EXAMPLES OF WORK: (Cont'd)

presentation of reports on the County's public health care and environmental quality monitoring and permitting activities, and provides ongoing input to and coordination with other state and national health agencies;

Participates in local, state and national professional healthcare organizations and obtains and disseminates information on current and future healthcare practices and trends to ensure the applicability and compliance of County healthcare activities and forecasting with current medical and legal standards;

Leads responsibility for emergency responses to toxic or hazardous materials incidents, incidents at the nuclear facility, and other man-made or natural disasters that threaten the public's health, and for establishment of emergency planning for prevention of and response to such disaster situations;

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: Comprehensive knowledge of the principles, practices and techniques of modern medicine; comprehensive knowledge of the principles and practices of public health administration including a knowledge of public administration, personnel administration, and fiscal planning; thorough knowledge of the public health laws and sanitary code; ability to develop, plan and implement public health operating policies, regulations and procedures; ability to manage effectively and objectively an organization providing various health services to a large health district; ability to work effectively with public officials, professional organizations, the press, community groups and private individuals in the public health field; ability to elicit the cooperation of others; ability to analyze and evaluate reports and studies; ability to read, write, speak, understand, and communicate in English sufficiently to perform the essential duties of the position; ability to use computer applications such as spreadsheets, word processing, e-mail and database software; sound judgment; reliability; resourcefulness; initiative; tact; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Must meet the minimum qualifications set by the New York State Sanitary Code, as follows:

A. A Commissioner of Health of a County shall be a physician who is currently registered to practice medicine in New York State and possesses two years of experience in administrative practice and:

1. Certification by the American Board of Preventive Medicine; or
2. A Master's degree\* in Public Health or a related field; or
3. An appropriate combination of education and experience deemed equivalent by the State Commissioner of Health.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: (Cont'd.)

B. All appointments to the position of Commissioner of Health must be approved by the County Board of Health and the State Commissioner of Health.

DESIRED ADDITIONAL TRAINING AND EXPERIENCE: Eight years of responsible fulltime Public Health experience, five of which must have been at the level of a Director or Deputy Director of a Public Health agency.

\*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 Department of Education 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.: Unclassified  
SAS51

Job Class Code: E0022  
Job Group: Flat Rate