

DIRECTOR OF PROGRAM DEVELOPMENT II (HEALTH ADMINISTRATION)

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision of an Assistant Commissioner of Health, an incumbent of this class plans, directs, coordinates and controls administrative and operational activities for the Department of Health including responsibility over general administrative services, and professional support services. Supervision is exercised over professional, technical, and clerical employees. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Formulates and implements guidelines and procedures for administration of the Department of Health;

Monitors general administrative services, and professional support services for the Department of Health;

Ensures departmental compliance with Federal, State, and local regulations and codes and acts as the Department's Compliance Officer responsible for ensuring compliance with County policies and procedures;

Coordinates Department of Health activities with other County departments and agencies;

Serves as the Department's Privacy Officer;

Negotiates, develops and manages contracts for departmental programs and services;

Contacts vendors, and contractors for procurement of services needed for programs;

Develops, implements and manages effective professional services to meet departmental operational needs;

Coordinates monitoring of programs specific to the delivery of services for the Department to ensure compliance;

Assists senior leaders in developing strategic programs & initiatives, and coordinates their implementation;

Develops new programs in cooperation with program directors to support the planning and program development decisions of the Department;

Reviews & analyzes data, including writing reports, to identify unmet needs and service priorities;

Develops, maintains and analyzes data to monitor & evaluate program performance and to assist in the development of solutions to program problems;

Assists and /or executes time studies followed by written conclusions and recommendations;

EXAMPLES OF WORK: (Illustrative Only) (Continued)

Assists in identifying grant opportunities and writing grant applications;

Reviews and analyzes legislative and regulatory proposals;

Coordinates development of legislative initiatives for the department;

Monitors service providers to ensure compliance with regulations, quality assurance standards and established guidelines;

Establishes and maintains working relationships with public and voluntary agencies and community based organizations to promote the development & implementation of comprehensive public health services;

Serves as needed on various Federal, Local & State committees for the purpose of securing information pertaining to program development and monitoring, and to service delivery;

Establishes & maintains contacts with Federal, State, and Local government officials for the purpose of program coordination;

Accesses protected health information (PHI) in accordance with departmental assignments and guidelines defining levels of access (i.e. incidental vs. extensive);

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.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Thorough knowledge of the principles, practices and techniques of public health administration; thorough knowledge of policies and procedures of the agency in relation to established goals; good knowledge of community resources; familiarity with computerized systems and their operation; ability to plan, supervise and coordinate the work of others; ability to communicate effectively, both orally and in writing; ability to establish and maintain effective working relationships with personnel at all levels; ability to interpret statistical reports; 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; tact, initiative; resourcefulness; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Either: (a) a Bachelor's degree* and six years experience in public, public health, business or hospital administration, two of which must have been at a supervisory or administrative level; or (b) a Master's Degree* in Public Administration, Public Health Administration, or Hospital Administration, and five years experience as stated in (a).

*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.

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Job Class Code: E0685
Job Group: XIV