

## DIRECTOR OF DIVISION (HEALTH SERVICES)

DISTINGUISHING FEATURES OF THE CLASS: Under the general direction of the Commissioner and/or the First Deputy Commissioner of Health an incumbent in this class directs and coordinates medical, clinical and preventive health programs of the Health Department. The incumbent establishes medical and clinical policies and programs, and is responsible for the delivery of community health services and clinical preventive programs for the Department. Responsibilities include: clinical and medical management of the divisions which provide direct health services to the community, including the department's district health offices; pediatric treatment centers; neighborhood health center; dental, nutrition, and home health services; and implementation of communicable disease control practices. This position represents the Department throughout the county in matters involving these programs and services. Incumbent may provide clinical services or direct patient care when necessary. Supervision is exercised over a large number of professional, technical and clerical employees. Does related work as required.

### EXAMPLES OF WORK: (Illustrative Only)

Directs and coordinates departmental delivery of health services including: maternal-child health, pediatrics, dentistry, nutrition, and home health care, through multi-service ambulatory care delivery sites throughout the county;

Directs and coordinates the activities of the department in assigned area involving environmental health programs and communicable disease control, including but not limited to Rabies, TB, STD, food and airborne illnesses, Lyme Disease, AIDS and other programs such as Hypertension Screening, Stay Well Program, etc.;

Represents the Commissioner at local, state, professional and public health meetings, as directed, providing clinical expertise in the area of communicable and chronic diseases, community health services and preventive medicine;

Assists in the formulation and implementation of medical and clinical policies;

Participates in the development and implementation of departmental quality assurance programs;

Confers with division and bureau heads concerning assignments of personnel;

Investigates complaints, staff reports, statistics, reports from local nursing associations, hospitals, physicians, police, municipal officers, and analyzes sources of information on health status;

Receives complaints, answers requests for information, and give expert advice to the general public;

Reviews the monthly and annual reports of the divisions and prepares the monthly and annual reports for the department's assigned area;

Reviews current medical and public health literature and disseminates pertinent information to professional staff members;

EXAMPLES OF WORK: (Illustrative Only) (Continue)

Prepares news releases and interviews with the press for the Department as required;

Directs and coordinates special projects and programs as assigned;

Provides clinical services or direct patient care when necessary;

Uses computer applications such as spreadsheets, word processing, e-mail and database software;

May perform other incidental tasks, as needed.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Thorough knowledge of the field of preventive medicine and infectious diseases; thorough knowledge of public health administration; thorough knowledge of the provisions of the New York State Sanitary Code and the regulations of the New York State and Westchester County Health Department; ability to manage complex operations and to organize and administer health delivery programs effectively; ability to work successfully with public officials, professional organizations and private groups concerned with public health work; ability to effectively coordinate the work of others and to maintain effective working relationships; ability to write and speak effectively; ability to effectively use computer applications such as spreadsheets, word processing, e-mail and database software in performing work assignments; sound judgment; reliability; resourcefulness; enthusiasm; initiative; tact; physical condition commensurate with the requirements of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Possession of a valid license and current registration, issued by the New York State Education Department, to practice medicine in New York State, Board certification or eligibility for certification in medicine, pediatrics, or other medical specialty, graduation from an approved medical school and either (a) five years of full-time medical experience including at least three years in a responsible public health position; or (b) completion of a Master's Degree\* in a public health discipline with at least one year in residence approved by the public health council and at least two years of experience in a responsible public health position; or (c) an equivalent combination of training and 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.

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J. C.: Non-Competitive†  
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Job Class Code: E0678  
H0679  
Job Group: Flat Rate