

## ASSISTANT CHIEF OF SECTION (PEDIATRICS)

DISTINGUISHING FEATURES OF THE CLASS: Under the general supervision, incumbents of this class are responsible for assisting in the development, direction, coordination and implementation of programs aimed at the promotion and maintenance of good health and prevention of disease and disabilities of children, in accordance with departmental policies and procedures, and in cooperation with other professional and administrative personnel. These responsibilities include supervision of physicians, technicians, and other staff. Does related work as required.

### EXAMPLES OF WORK: (Illustrative Only)

Prepares reports and records for the screening and treatment of birth defects and developmental disabilities in children;

Provides diagnostic and treatment services to patients referred for evaluation of birth defects, genetic diseases or developmental disabilities;

Provides medical treatment and/or genetic counseling to patients and their families;

Works with administrative and nursing staff to ensure adequate support services and follow-up treatment for patients;

Documents patient charts and records with medical diagnosis and treatment;

Supervises and teaches interns and students in the field of Pediatrics;

Makes recommendations for improvements in patient care;

Maintains close liaison and consults with other services;

Handles administrative duties such as scheduling, budget requests, supplies, and equipment;

Keeps abreast of developments in the field by attending conferences and lectures.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES, AND ATTRIBUTES: Thorough knowledge of the field of pediatric health care and the principles of childhood disease prevention; good knowledge of the interrelationships in the related medical disciplines; working knowledge of the methodology in medical teaching; knowledge of the prevention and treatment of birth defects and disabilities; familiarity with the principles and techniques used in the administration of public child health services; ability to instruct subordinates and other hospital personnel in the fundamentals with either formal or informal methods; ability to understand the role of a public hospital and its related medical facilities to the community; ability to communicate effectively, both orally and in writing; sound professional judgment; tact; thoroughness; courtesy; initiative; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING & EXPERIENCE: Graduation from an approved school of medicine with a medical degree\*, plus one year of training as a medical intern in an approved hospital, and two years of approved residency training in the field of Pediatrics.

SPECIAL REQUIREMENTS: License and current registration, issued by New York State, to practice medicine in New York State, and either eligibility for or Board Certification in Internal Medicine or Pediatrics.

\*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: E0723  
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