

DEPUTY COMMISSIONER OF HEALTH

DISTINGUISHING FEATURES OF THE CLASS: Under the general direction of the First Deputy Commissioner of Health, the incumbent in this class is responsible for coordinating the administrative and policy-making aspects of the environmental health programs in the Westchester County Department of Health. The incumbent represents the Department, providing expertise in the area of specialization and supervises the operational aspects of programs. Supervision is exercised over professional, technical and clerical employees. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Represents the Department at local, state, professional and public health meetings, as directed, providing expertise in the area of specialization;

Assists the Commissioner and First Deputy Commissioner in the formulation of broad technical and administrative policies as they relate to environmental health issues;

Directs and coordinates departmental activities in environmental health;

Confers with division heads concerning staffing and the assignment of personnel;

Directs and coordinates special projects and programs as assigned by the First Deputy Commissioner or Commissioner;

Checks conditions relating to health through investigation of complaints, staff reports, water samples, sanitary inspections, analysis of statistics, reports from local nursing associations, physicians, police, municipal officials, etc.;

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

Supervises the compilation of public health statistics; reviews the monthly and annual reports of the divisions and prepares the monthly and annual reports for the department in assigned area;

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

Prepares occasional news releases and meets the press for the Commissioner;

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

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Thorough knowledge of the principles, practices and techniques of public health administration; thorough knowledge of the provisions of the Sanitary Code and the regulations of the New York State and Westchester County Health Department; thorough knowledge of environmental health programs and related issues; ability to organize and administer a health delivery program; ability to work effectively with public officials, professional organizations and private groups; ability to effectively plan, coordinate and supervise the work of others; ability to communicate effectively both orally and in writing; ability to effectively use computer applications such as spreadsheets, word processing, calendar, e-mail and database software; sound professional judgment; initiative and resourcefulness in solving complex public health problems; tact; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: A Master's Degree* and six years public administration experience, two years of which must have included work assigned to environmental health and related issues.

*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.