

DISTRICT HEALTH MANAGER

DISTINGUISHING FEATURES OF THE CLASS: Under the general supervision of a higher level administrator, incumbents plan, coordinate, manage and direct Health Department district office operations in order to provide a full range of personal health care services to the community, either in an ambulatory clinic setting or in patients' homes as part of department Home Health Care programs. Incumbents are responsible for implementing program and policy decisions as developed at the executive level of the Health Department through the cooperation and willingness of staff, and for monitoring program delivery to ensure that health care services are provided to the public in a timely, effective, efficient and cost-effective manner, in accordance with district office goals and department, county and state policies, procedures and laws. Supervision is exercised over a number of professional and auxiliary personnel, and incumbents participate in the hiring, firing, training and deployment of all staff. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Plans, directs, coordinates and supervises the activities of district health offices in carrying out policies and procedures for the Department of Health, which includes maternal and child health, communicable disease, chronic disease control, home health, and related programs in a timely, effective manner;

Participates in the recruitment of staff, including interviewing candidates, determining and recommending new hires, and is responsible for staff training, appraisal (including an annual health assessment), evaluation, allocation and termination, in order to obtain peak productivity while providing the appropriate, efficient and effective delivery of services to the public;

Supervises, prepares and/or maintains, and submits attendance reports to payroll;

Participates in departmental budget preparation by preparing, submitting, and justifying (on behalf of the District Office) the annual Non-Recurring Repair, Equipment and Personal Services Budget requests to a higher level administrator in accordance with State and County policies, procedures and laws;

Develops and/or institutes recordkeeping and billing procedures: directs, supervises, coordinates and integrates the preparation (either manually or electronically) of documents for the department's billing and patient recordkeeping systems, ensuring that appropriate and accurate records are prepared and maintained, patients properly billed, and revenues received for services rendered;

Establishes and monitors District Office objectives in compliance with departmental policies and goals and coordinates and integrates services provided, by controlling patient visits to ensure the most effective services by staff and physicians as required by departmental standards and procedures;

Communicates regularly with staff, peers and management to coordinate activities, methods, procedures and programs;

EXAMPLES OF WORK: (Illustrative Only) (Continued)

Allocates and assigns staff for most effective utilization, adhering to personnel policies;

Creates, institutes, modifies and/or updates site-specific protocols (i.e., for registering patients, patient record-keeping, removal of infectious wastes, etc.) to establish specific procedures and methodologies for the operation of the office and the delivery of health services which are most appropriate according to the needs and resources of the particular District Office;

Performs studies, surveys and analyses and compiles reports for submission (i.e., Monthly Reports, Physician Time Study, etc.) to superiors;

Monitors, ensures, and if necessary, secures the proper cleaning and maintenance of the physical plant (including satellite sites) in order that services are provided to the public in a clean, sanitary and properly maintained site. This function includes the maintenance and repair of equipment and furniture as well as the other physical facilities;

Initiates, controls, supervises and directs the ordering and purchasing of supplies, equipment, biological and medications, maintaining regular contact with vendors and the staff of the Bureau of Purchase and Supply to make sure that proper levels of supplies are kept on hand in support of patient services;

Develops, implements and maintains records of evacuation procedures for emergency situations, including plans for the deployment of staff, and the development and implementation of staff training for emergencies;

Represents the office and the Department with community groups to obtain support for the policies and practices of the Department of Health and to improve community relations. Discusses community needs and attitudes with administration to influence appropriate program or procedural changes;

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: Thorough knowledge of the principles of public health administration; thorough knowledge of the practices and procedures of the delivery of comprehensive personal health care services from a community based agency; thorough knowledge of administrative procedures and techniques; good knowledge of applicable provisions of the New York State Health Law; good knowledge of community resources; good knowledge of recordkeeping systems and evaluative techniques; ability to communicate effectively, both orally and in writing; ability to train, supervise, and motivate professional and non-professional employees; ability to initiate new methods of promoting health care services; ability to effectively use computer applications such as spreadsheets, word processing, e-mail and database software; ability to read, write, speak, understand and communicate in English sufficiently to perform the

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: (con't)

essential tasks of the position; good interpersonal skills; resourcefulness; sound professional and personal judgment; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: A Bachelor's Degree* and five years of experience where the primary function of the position was in public health programs or services, two of which must have involved staff management, staff development or supervisory responsibilities in health.

SUBSTITUTION: Satisfactory completion of a Master's Degree* in Nursing Administration, Public Administration, Public Health Administration, Health Care Administration, Business Administration or a related field may be substituted for one year of the general public health experience. There is no substitution for the two years of specialized experience.

*SPECIAL NOTE: Education beyond the secondary level must be from an institution accredited or recognized by the Board of Regents of the New York State Education Department 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.: Competitive
DBB7

Job Class Code: C1988
Job Group: XIII