

## FIRST DEPUTY COMMISSIONER OF HEALTH

DISTINGUISHING FEATURES OF THE CLASS: Under the general direction of the Commissioner of Health, the incumbent in this position acts for the Commissioner and represents the Commissioner in an official capacity in all aspects of the administration, planning, and coordination of the programs and activities of the Westchester County Health Department. This class is responsible to the Commissioner for the overall management of department operations and the achievement of departmental policies designed in compliance with Federal, State and County regulations. Responsibilities include extensive contact with key individuals in public, private and community agencies involving public health administration. In the absence of the Commissioner, this position serves as Acting Commissioner with responsibility for supervision of the entire department. Supervision is exercised over a large number of managerial, professional and clerical personnel. Does related work as required.

### EXAMPLES OF WORK: (Illustrative Only)

Acts for the Commissioner in the Commissioner's absence and as directed represents the Commissioner in an official capacity in departmental matters including negotiations;

Advises and assists the Commissioner in the formulation of technical and administrative departmental policies;

In collaboration with the Commissioner, coordinates and integrates each operational area with the objectives of the Health Department;

Represents the Commissioner and acts as departmental liaison at federal, state and local professional meetings;

Oversees the administration of payroll and personnel;

Conducts staff meetings and hearings and deals with special personnel problems for the Commissioner;

Confers with Division Heads concerning special or unusual personnel assignments involving their divisions;

Directs and coordinates the activities of the department in an assigned area involving programs such as sanitary inspection, communicable disease control, home health care, etc.;

Analyzes 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.;

Consults with physicians in areas of communicable disease concerning diagnosis, immunization and control;

Directs overall departmental information technology and management strategies;

EXAMPLES OF WORK: (Illustrative Only) (Cont'd.)

Directs, coordinates, and monitors services for children with disabilities; Direct the review of programs and services to access efficiency;

Oversees development of periodical reports of the department including the annual reports and community health assessment;

Reviews news releases and conducts press conferences for the Commissioner;

Directs the preparation of the annual budget;

Directs development of programs and services for the department;

Directs review and initiation of federal, state, and local legislation; Oversees the preparation of federal, state, and local reports including reports to the County Executive, Board of Legislators, Board of Health and special interest groups;

Does related work as assigned by the Commissioner.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Thorough knowledge of the principles, practices and techniques of public health administration; thorough knowledge of principles, practices and organizational techniques of public administration; good knowledge of environmental and clinical public health, sanitation, and home health care; ability to work effectively with public officials, professional organizations and private groups involved in public health work; ability to plan, coordinate and supervise the work of others; ability to establish and maintain effective work relationships; ability to prepare and evaluate reports and studies effectively; ability to write and speak effectively; initiative; tact; good judgment; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Graduation from an approved medical school\* and possession of a license and current registration to practice medicine in New York and four years of managerial level experience in Public Health and either (a) a Master's Degree in Public Health or closely related field; or (b) current certification by the American Board of Preventive Medicine.

\*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.

