

HEALTH CARE ADMINISTRATOR (PUBLIC HEALTH PLANNING)

DISTINGUISHING FEATURES OF THE CLASS: Directs and coordinates planning and data collection activities of the Health Department. Under general supervision, is responsible for the planning, coordination, and monitoring of new programs, and systems, and of various support services for other public health programs. A high degree of responsibility is exercised in the preparation of statistical and technical reports for studies and projects of particular importance. General supervision is exercised over a number of professional, technical and clerical personnel; performs related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Participates in the formulation of policies and procedures for implementing health activities within the department;

Supervises the staff through consultation and review, and by providing technical assistance in carrying out assigned field and office projects and in the preparation of related maps, charts, reports and statistical materials;

Consults with or directs the consultation with division heads or their representatives to develop plans for health programs and systems; directs the evaluation of required resources, cost estimates and proposals; identifies possible funding sources and directs the writing of grant applications for obtaining such resources;

Administers the day-to-day operations of data collection for Public Health Programs;

Plans, coordinates and directs the analysis of data from various programs in order to assure compliance with established funding sources and interdepartmental guidelines and procedures;

Supervises the compilation of budgetary information provided by program directors to produce budget indicators for the department's annual budget;

Assures compliance with the Federal government and State Health Department's established reporting requirements pertaining to all aspects of applicable programs;

Directs or conducts planning studies with respect to existing or planned health programs and facilities;

Establishes and maintains contact with State and Federal agencies and with agencies of other counties to secure information pertaining to specific Public Health programs;

Represents the Health Department at meetings involving health-planning agencies which concern health department programs;

Conducts or initiates in-service training for staff relating to specific projects or studies, or subjects of general interest.

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

Assists with the interviewing of prospective employees;

Prepares and submits necessary reports and makes recommendations.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Thorough knowledge of the principles and practices of organizational administration, data collection and analysis, grant writing, health care regulations and health planning, especially as it applies to a public health agency; good knowledge of the established policies and practices of the Health Department; ability to organize, develop and analyze and interpret both physical and research planning data; ability to present health planning data and proposals effectively in both oral and written presentations; good knowledge of community resources; ability to plan and supervise the work of others; ability to establish and maintain effective e working relationships with government agencies, community agencies and the public; ability to communicate effectively, both orally and in writing; initiative; tact; good judgment; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: A Bachelor's Degree* in Public Administration, Health Administration, or in a Health related field, and six years of professional experience in the planning, development, evaluation and/or data analysis of health-related programs, three of which must have been in a supervisory capacity; or (b) a Master's Degree* in one of the above-named fields and four years of experience as stated in (a), two of which must have been a supervisory capacity.

*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.