

HEALTH CARE ADMINISTRATOR (PUBLIC HEALTH PROGRAMS)

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision of the First Deputy or Deputy Commissioner of Administration, the incumbent of this class is responsible for the administrative oversight, development, planning, coordinating, and monitoring of multiple Public Health programs. These programs may provide various support services for other Public Health Programs. Supervision is exercised over professional and clerical personnel supporting these programs. This title is distinguished from the lower level Coordinator and Program Administrator titles based on the multitude of programs overseen, along with their size and associated complexities. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Oversees, directs and administers the day-to-day operations of various Public Health Programs for the Health Department, including such programs as WIC and the health insurance navigator programs;

Plans, coordinates and monitors all services offered under the various programs for assurance of compliance with established guidelines and procedures, including local, state and federal guidelines;

Participates in the formulation of policies and procedures in assigned Public Health Programs and implements approved policies within an assigned area;

Complies with the New York State Health Department's established policies pertaining to all aspects of the applicable programs;

Establishes and maintains contact with various State agencies and other counties to secure information pertaining to the particular Public Health programs;

Coordinates and supervises the activities of the staff assigned to various program areas;

Responsible for meeting program deliverables/targets and ensuring contractual agreements/requirements are met;

Establish, implement and monitor Quality Improvement/Quality Assurance activities to ensure performance standards are met;

Represents the Health Department at meetings with various agencies and the public on the various programs;

Prepares and submits necessary reports and makes recommendations including budgets, work plans and performance targets;

Prepares grant applications and other program funding requests;

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 related tasks, as needed.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES:

Thorough knowledge of the principles and practices of organizational administration, especially as it applies to a public health agency; thorough knowledge of the established policies and practices of the Health Department; good knowledge of community resources; good knowledge of the techniques used in developing and monitoring budgets, grants and contracts; good knowledge of New York State rules and requirements as they apply to reimbursable programs; ability to plan, coordinate, evaluate and supervise the work of assigned professional, technical and support staff; ability to establish and maintain effective working relationships with government agencies, community agencies and the public; ability to communicate effectively and concisely, both verbally and in writing; ability to effectively use computer applications such as spreadsheets, word processing, calendar, e-mail and database software; initiative; tact; good judgment; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Either a) Bachelor's Degree* in Public Health, Health Administration, Public Administration, or a related field and six years of professional experience where the primary function of the position was in the development and/or administration of health related programs, three of which must have been in a supervisory capacity; or (b) Master's Degree* in Health Administration, Public Administration or Public Health and four years of experience as stated in (a), two of which must have been in 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 NYS Education Department as a post-secondary, degree-granting institution.