

PROGRAM ADMINISTRATOR (HEALTH)

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision, an incumbent in this class plans, organizes, implements, and evaluates a complex program in the field of public health. This class coordinates program components and applies complex state regulations in the development of program components. This level differs from Program Specialist in the greater scope and complexity of the program administered. Supervision is exercised over professional, technical and clerical staff. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Develops and conducts research studies for the development of programs in a field of public health and develops services based on assessment of community needs and resources;

Establishes systems and procedures regarding administrative reporting and monitoring requirements for the program;

Develops program policy and procedures within Health Department guidelines, and recommends changes in program organization, methods and procedures, as required;

Develops, administers and evaluates educational programs to provide individuals with information related to their state of health in order to enable them to make informed decisions regarding health care, preventive measures, nutrition, etc.;

Develops on-going working relationships with community agencies and institutional organizations sharing similar program goals, and coordinates the program with other health department and community programs to promote delivery of comprehensive services to the public;

Initiates and develops the active participation and cooperation of professional groups, governmental bodies, volunteer agencies, citizen's groups, educational institutions, etc. in the development of the program;

Coordinates activities with special interest groups in the area of the program specialty and maintains working relationships with them and other appropriate professional, technical and other personnel in private and public agencies;

Represents the program at conferences, community meetings, seminars, etc;

Supervises and develops program staff, both professional and clerical, to meet program goals and objectives; plans, organizes and directs staff development training programs;

Develops and implements performance standards and conducts periodic program reviews for quality assurance control;

Evaluates and monitors program progress and recommends changes in organization and procedures as required to meet program objectives;

Prepares reports, as required by funding agency and auditors;

EXAMPLES OF WORK: (Cont'd.)

Maintains appropriate contacts with State and Federal agencies, and prepares reports as required;

Prepares and analyzes annual budget and other fiscal and statistical reports, as required;

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.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES:

Thorough knowledge of public health principles, practices and administration; ability to understand and interpret complex written regulations; ability to plan and supervise the work of others; ability to read, write, speak, understand, and communicate in English sufficiently to perform the essential duties of the position; ability to use computer applications such as spreadsheets, word processing, e-mail and database software; excellent interpersonal and communication skills; good judgment; initiative; resourcefulness; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: A Bachelor's degree* and four years of professional experience where the primary function of the position was in the development and/or administration** of health-related programs, two of which must have been at a supervisory level.

****NOTE:** Administration of a program involves functions such as planning, resource allocation, program evaluation and the development of procedures. Experience in positions such as social worker, sanitarian or therapist where the primary function is the delivery of services, will not be accepted as qualifying experience.

SUBSTITUTION: A Master's Degree* in Nursing, Sociology, Social Work, Public Health or Public Administration may be substituted for experience at the rate of 30 credits per year. There is no substitute for the two years of supervisory experience.

*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.

SPECIAL REQUIREMENTS: Possession of a valid driver's license to operate a motor vehicle in the State of New York at the time of appointment.

NOTE: Unless otherwise noted, only experience gained after attaining the minimum education level indicated in the minimum qualifications will be considered in evaluating experience.

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Job Class Code: C1454
Job Group: XII