

PROGRAM ADMINISTRATOR (RADIOLOGICAL HEALTH)

DISTINGUISHING FEATURES OF THE CLASS: Under the general supervision of the Assistant Commissioner of Health for Environmental Quality, the incumbent of this class is responsible for the administration, supervision, coordination, evaluation and development of special programs in Environmental Quality, with emphasis on the inspection of ionizing radiation producing equipment, control of radiological emissions, radiological emergency response, indoor air quality and SEQR review. Work involves the development and conduct of special studies and related tasks to ensure compliance with the New York State Sanitary code relating to Radiation Safety and Quality Assurance. Supervision is exercised over a small number of program support staff. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Supervises the inspection and re-inspection of sites and radiological equipment to ensure compliance with New York State regulations, and correction of noted deficiencies;

Participates in the various phases of development, coordination and evaluation of the x-ray inspection, Westchester County Radiological Response Plan and the indoor air program;

Develops and integrates program components;

Develops and coordinates relationships with agencies and institutions of the county and local governments relating to environmental quality programs;

Acts as liaison with state and federal government agencies in the area of assignment;

Maintains, calibrates and operates instrumentation and field response equipment and ensures their proper operational readiness;

Compiles, evaluates and interprets the results of tests and measurements;

Meets with officials in governmental agencies, industry, businesses, etc., to enlist their active participation and cooperation in environmental quality related to radiological health and safety;

Represents the Division of Environmental Quality at meetings, conferences, seminars and similar activities regarding radiation safety and quality assurance;

Prepares and reviews technical reports on environmental quality and program compliance in cooperation with other staff of the Division of Environmental Quality;

Prepares reports on the status of compliance with all regulatory and licensing standards;

EXAMPLES OF WORK: (Con't)

Reviews technical and scientific literature and prepares written summaries for distribution to appropriate individuals and agencies;

Assists in the preparation of the budget and periodic financial and statistical reports.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Thorough knowledge of the New York State Sanitary code related to Radiation Safety and Quality Assurance; thorough knowledge of radioactive/hazardous materials measurement and detection instruments; good knowledge of the organization of government at the national, state and local levels; good knowledge of the techniques and practices used in maintaining environmental quality particularly as it relates to radiation safety; familiarity with current developments in the field of environmental science and radiation; skill in solving environmental quality problems; ability to maintain effective working relationships with groups and individuals; ability to supervise the work of others; ability to communicate effectively both orally and in writing; ability to understand and interpret complex written regulations and technical reports; sound professional judgment; dependability; accuracy; integrity; resourcefulness; initiative; resourcefulness; imagination; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Either (a) A Bachelor's Degree* which included a minimum of thirty hours in the physical and biological sciences, and five years of environmental health experience, two years of which must have been spent in radiation protection or control including experience in handling radiation producing equipment; or (b) a Master's Degree* in public health, environmental science, physics or related field and three years experience as stated in (a) which must have included the two years of specialized experience.

SPECIAL REQUIREMENTS: Possession of a certification issued by the New York State Health Department certifying that the candidates is qualified to conduct independent inspections on all levels of x-ray producing equipment. Must possess a valid New York State driver's license at time of appointment.

*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.