

DIRECTOR OF PUBLIC HEALTH PLANNING AND EDUCATION

DISTINGUISHING FEATURES OF THE CLASS:

This is a professional position responsible for the development, planning, implementation, direction, and evaluation of short and long term programs and priorities for the Dutchess County Department of Behavioral and Community Health. The work involves epidemiological data gathering, analysis and interpretation as related to various reports. The work also entails developing and coordinating a comprehensive response to public health emergencies. An incumbent in this class interacts with and integrates all divisions within the Department, providing advice on overall department direction. This position provides technical and planning assistance to department divisions to help develop and implement appropriate programs or services. Duties include monitoring the effectiveness and efficiency of divisions and their programs. In addition, the work involves serving as a community liaison in coalition building, program collaboration with hospitals, community agencies, schools, businesses and other community groups. Work may involve the education and enforcement components of programs. General supervision is received from the Commissioner of Behavioral and Community Health. Supervision is exercised over personnel assigned to this division.

TYPICAL WORK ACTIVITIES:

Typical work activities for incumbents in this title include those listed below in addition to those typical work activities performed by lower level titles in the series. They are indicative of the level and types of activities performed by incumbents in this title. It is not meant to be all inclusive and does not preclude a supervisor from assigning activities not listed which could reasonably be expected to be performed by an employee in this title.

1. Plans, develops, directs, implements, evaluates and appraises administration of long and short term goals and objectives of the Health Planning and Education Division and the overall multiple missions of the Department as related to the Community Health Improvement Plan (CHIP), Community Health Assessment (CHA), and the Department's strategic plan;
2. Develops and directs the CHIP, the Annual Report, the department newsletter, resource management, program planning, Workforce Development Plan, Communications Plan including an internal and external procedure manual, and the Dutchess County Emergency Response Plan;
3. Develops, implements, and monitors the Quality Improvement Plan (QI), which includes a comprehensive training plan for staff to make QI part of the organizational structure;
4. Acts as the lead for DBCH in obtaining national public health accreditation;
5. Oversees educational programs, grant writing, and the public health emergency preparedness grant deliverables as required by NYS Department of Health, Department of Homeland Security or Centers for Disease Control and Prevention;
6. Supervises Health Planning and Education unit personnel and in coordination with the Commissioner of Emergency Response, oversees some of the activities of certain Emergency Response staff, such as the EMS coordinator and GIS Technician;
7. Oversees on-going community health assessment for the Department to identify needed services, community health related resources, duplication of effort and to predict trends;
8. Develops and implements public health programs at request of Commissioner and Board of Health;
9. Gathers, organizes, and writes the annual performance report and Article 6 reimbursement as required by the New York State Department of Health;
10. Gathers, organizes, analyzes and interprets all vital and public health related epidemiological data;
11. Serves as a community liaison in coalition building, program collaboration with hospitals, community agencies, schools, businesses, and other community groups as required;
12. Oversees the development, implementation and maintenance of departmental internal information and communication resources;

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FULL PERFORMANCE KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of public health issues and programs to assess local community needs;
Knowledge of the principles and practices of compliance, quality improvement, and utilization review;
Knowledge of basic public health epidemiological concepts to interpret varied data sources for local concerns;
Knowledge of community public health education program organization, goals, trends and theories to identify and plan programs;
Knowledge of electronic reporting systems to research, collect, analyze, interpret and distribute local epidemiologic statistics;
Knowledge of public relations to develop informational communications, newsletters, etc.
Skill in developing good working relationships with the NYSDOH, local hospitals, community organizations, schools and business groups;
Ability to write grants;
Ability to supervise the work of professionals involved in public health education;
Ability to establish and maintain effective working relationships with others;
Personal characteristics necessary to perform the duties of the position;
Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

- EITHER: (A) Graduation from a regionally accredited or New York State registered college or university with a Master degree in Public Health, Public Administration or related field and three (3) years of full time administrative work experience in public health or emergency management, one (1) year of which must have included participation in quality improvement;
- OR: (B) Graduation from a regionally accredited or New York State registered college or university with a Bachelor degree in Public Health, Public Administration or related field and five (5) years of full time administrative work experience in public health or emergency management, one (1) year of which must have included participation in quality improvement;
- OR: (C) An equivalent combination of training and experience between the limits of (A) and (B) above.

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ADOPTED: 01/01/97

REVISED: 02/25/97 05/19/97 07/08/98 04/04/06 07/21/16