

DIRECTOR OF COMMUNICABLE DISEASE CONTROL

DISTINGUISHING FEATURES OF THE CLASS:

This is a professional position involving responsibility for directing the communicable disease control program(s) of the Health Department. An incumbent of this position will be required to conduct extensive investigations of cases and suspected cases of communicable diseases and prepare a wide variety of reports concerning the results of the investigations. In addition, an employee in this class will be required to direct the STD program, including overall supervision of clinic operations. The work is performed under the general supervision of the Director of Public Health Information and the Commissioner of Health, with medical guidance available as required. Supervision will be exercised over subordinate staff.

TYPICAL WORK ACTIVITIES:

1. Leads and participates in epidemiological studies of communicable diseases defining their frequency distribution and impact;
2. Leads and participates in investigation of communicable disease outbreaks;
3. Directs clinical laboratory operations in compliance with Federal and State regulations;
4. Provides consultation, training, and staff support services to environmental and nursing divisions on communicable diseases;
5. Directs STD operations including overall supervision of clinics;
6. Maintains, compiles, and reports statistical data concerning communicable diseases;
7. Maintains communicable disease surveillance in schools, hospitals, and state institutions;
8. Maintains a current listing of medical providers;
9. Serves as liaison between Health Department, doctors, hospitals, and state and federal agencies for communicable disease matters;
10. Insures the transmittal of disease reporting requirements to County physicians, hospitals, laboratories, etc.;
11. Prepares and manages annual budget for division;
12. Develops policies and procedures for communicable disease control subject to approval by the Commissioner of Health and Director of Public Health Information;
13. Does related work as required.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of the epidemiology of communicable disease; thorough knowledge of the principles and practices of communicable disease control and investigation; good knowledge of current principles, practices, methods and techniques of venereal disease control; good knowledge of the laws, rules, and regulations applicable to communicable disease investigation and control; ability to conduct extensive epidemiological investigations; ability to supervise the work of others; ability to understand and carry out complex oral and written instructions; ability to prepare a wide variety of reports; ability to establish effective working relationships with a wide variety of people; ability to communicate effectively both orally and in writing; tact; courtesy; physical condition commensurate with the demands of the position.

DIRECTOR OF COMMUNICABLE DISEASE CONTROL (Cont'd)

MINIMUM QUALIFICATIONS:

- EITHER: (A) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree including a minimum of thirty (30) credit hours in the natural sciences;
- OR: (B) A Bachelor's degree in Nursing; PLUS two (2) years of experience in epidemiological investigation and/or communicable disease control.

SPECIAL REQUIREMENT:

Any person appointed to this position will be required to complete a course in epidemiology given by the U.S. Center for Disease Control and Prevention.

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ADOPTED: 12/12/80

REVISED: 07/01/91

01/01/97