

## **ASSISTANT COMMISSIONER OF COMMUNITY HEALTH**

### **DISTINGUISHING FEATURES OF THE CLASS:**

This position will oversee a diverse range of support, operational, and programmatic activities for the Department of Behavioral and Community Health. The incumbent assumes full managerial duties and/or oversight in areas such as civil service administration, interviewing, hiring, training, evaluating employee's performance, discipline issues, developing and implementing strategic goals and objectives, departmental organization, budgeting and financial management. The incumbent will also develop, review, revise, interpret, and implement policies, procedures, standards, and confirms that DBCH is in compliance with rules and regulations. At the direction of the Commissioner of Behavioral and Community Health where a medical doctor is not required by law, the Assistant Commissioner of Community Health will coordinate interactions and act as the department designee to community agencies, elected officials, other governmental agencies/departments, media, and citizens/clients. Travel during a workday may be required and assignments outside of normal working hours may be given. Work is performed under the general direction of the Commissioner of Behavioral and Community Health with a wide latitude allowed for the use of independent judgement. Direct and general supervision will be exercised over the work of subordinate staff and administrative/operational functions of Divisions Directors.

### **TYPICAL WORK ACTIVITIES:**

The following is indicative of the level and types of activities performed by incumbents in this title. It is not meant to be all inclusive and does preclude assignment of activities not listed which could be reasonably expected to be performed by an employee in this title.

1. Oversees core public health programs and related divisions including personnel management, community engagement/outreach, communications, data collection and statistical analysis, and advises the Commissioner on operational status of these programs;
2. Serves as Hearing Officer for Enforcement Hearings for purpose of determining and documenting the facts in existence and makes recommendations to the Commissioner regarding penalties and remedial measures;
3. Evaluates operational issues that arise outside the scope and protocol of existing policies and procedures and recommends and implements methods of resolution;
4. Serves as the Commissioner's designate at assigned meetings, conferences and acts as a liaison for the Department with other governmental units and private agencies;
5. Confers with department Directors regarding follow-up of Commissioner's instructions and directions;
6. Assists with the preparation and administration of the department budget;
7. Implement initiatives in the management team that may contribute to long-term operational excellence and strategic goals;
8. Identifies opportunities to leverage cross-program strengths to take advantage of new opportunities and/or to address organizational challenges;
9. Provides programmatic leadership and input for strategic plan implementation processes for staff and promote regular and ongoing opportunities for all staff to give feedback on program operations;
10. Ensures program activities operate consistently and ethically within the mission and values and regulations;
11. Implements and leads a continuous quality improvement process throughout the program and service areas, focusing on systems/process improvement;
12. Prepares a variety of reports as necessary.

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**FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS:**

Thorough knowledge of public health operations, organization programs, services, policies, procedures, laws, rules and regulations. Thorough knowledge of the principles and practices of health program administration; thorough knowledge of administrative methods, techniques, practices, and procedures; ability to administer large-scale health programs; ability to plan and direct the work of others; ability to understand and carry out complex oral and written directions; ability to communicate effectively both orally and in writing; ability to prepare clear and concise written communications; ability to establish effective working relationships with a wide variety of people; ability to solve complex administrative problems; good judgment; tact; courtesy; physical condition commensurate with the demands of the position.

**RECOMMENDED MINIMUM QUALIFICATIONS:**

- EITHER:       (A)     A Master's degree in Public Health, Public Administration, Business Administration and three (3) years administrative experience, two (2) of which must have been in a Public Health Program;
- OR:            (B)     Bachelor's degree in a health-related field (i.e., Public Health, Nursing, Physical Therapy, or any degree qualifying for Public Health Engineer or Public Health Sanitarian and five (5) years administrative experience, three (3) years of which must have been in a Public Health Program.

Note: Your degree or college credit must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education.

Note: Above administrative experience must include in planning, organizing, implementing, and directing public health programs and/or services AND supervision of other employees.

**SPECIAL REQUIREMENTS:**

Possession of a valid Driver License to operate a motor vehicle in New York State at time of application and to maintain the position.

Definition of Public Health Program: Activities that protect, promote, and improve the physical, mental, social health and well-being of the community as delineated by the Centers for Disease Control and Prevention through their essential public health services.

ADOPTED:   02/25/2019