

DEPARTMENT: HEALTH DEPARTMENT  
CLASSIFICATION: COMPETITIVE  
APPROVED: JULY 5, 2007

FLSA Status: Exempt/Administrative 1/4/2010

**DEPUTY PUBLIC HEALTH DIRECTOR/ DIRECTOR OF HEALTH FINANCIAL OPERATIONS**

**DISTINGUISHING FEATURES OF THE CLASS:** This is an administrative position involving responsibility for managing, monitoring and administering financial and general operations of the County Public Health Department. The incumbent is responsible for assisting in the planning, organization and direction of Health Department programs including environmental health, home health and personal health services and related services. The work involves policy development, implementation and interpretation; negotiating rates of payments; analyzing and monitoring program funds, grants and expenditures; developing accounting systems; calculating statistical information for State and Federal reimbursement; furnishing periodic financial reports and overseeing account keeping activities. The work is performed under the general supervision of the Public Health Director and in accordance with State and Federal laws and local rules. Wide leeway is allowed for the use of independent judgment in determining operating methods and procedures. Supervision is exercised over the work of administrative, professional and clerical personnel in assigned areas of responsibility. During the absence of the Director or his/her inability to act, the incumbent is authorized to perform the powers and duties of the Director including the attendance of Board of Health meetings. Does related work as required.

**TYPICAL WORK ACTIVITIES:**

1. Plans, organizes, manages and monitors all financial activities and assists in the planning, organization, and direction of general operations in the Public Health Department;
2. Plans, develops and implements policies, procedures and systems for fiscal and operational issues in accordance with State and Federal laws and local rules including processes to monitor the effectiveness of departmental fiscal systems; policies related to billing and accounting, purchasing, and contract management; and new departmental fiscal management systems;
3. Advises and consults with department head and staff on current fiscal and reporting requirements and control of expenditures and provides direction in the development, justification, and accounting procedures for all agency contracts with external vendors;
4. Assists with the development of the annual health services plan and supervises the preparation of the annual State Aid application and quarterly reports and claims;
5. Assesses public health service needs, gathers information and conducts studies on expanding and improving health services, performs cost and budget analyses, financial forecasting feasibility studies and other accounting tasks to aid in program efficiency and effectiveness, and makes recommendations on findings;
6. Leads and participates in a variety of teams and task forces related to the financing of Public Health and related management issues;
7. Prepares the annual operating budget, grant applications and monitors expenditures including capital expenditures and revenue collections;
8. Prepares and maintains periodic fiscal and statistical statements and reports for agency use, or submission to State and Federal agencies;
9. Oversees data processing, billing, personnel and building services activities of the department;
10. Monitors departmental expenditures, capital expenditures, and revenue collections;
11. Provides direct administrative supervision for professional and paraprofessional personnel in the department and provides training to staff on new and existing policies and procedures;
12. Assures efficient operation of department's technical resources including information systems;
13. Monitors management of department's contracts;
14. Researches and identifies new funding sources and resources for public health program;
15. Represents the department in conferences and meetings related to health system planning and development including meetings with other community providers, community groups, regional and state organizations and Board of Health meetings in the absence of the Public Health Director;
16. Assists in the preparation of public relations material;
17. Oversees all health department operations in the absence of the Public Health Director.

**CONTINUED**

**DEPUTY PUBLIC HEALTH DIRECTOR/  
DIRECTOR OF HEALTH FINANCIAL OPERATIONS CONTINUED**

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

Thorough knowledge of governmental accounting and procedures of cost accounting; thorough knowledge of State and Federal practices, laws, rules and terminology regarding the administration of public health financial programs; thorough knowledge of financial administration including budgeting, purchasing, personnel administration, contract and payment negotiating and reporting; thorough knowledge of the principles, practices and procedures of public health administration; ability to plan and develop accounting systems; thorough knowledge of administrative management principles, practices and techniques; good knowledge of Federal, State, and other funding sources related to public health activities; ability to analyze financial data and to make appropriate recommendations; ability to develop, implement and monitor policies and procedures; ability to develop and maintain effective professional relationships; ability to communicate effectively both orally and in writing; ability to plan and supervise the work of others; ability to establish good working relationships with others; resourcefulness in handling administrative problems; good judgment; tact; physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:**

Graduation from a regionally accredited or New York State registered approved college or university with a Master's Degree in Accounting, Business Administration, Public Administration, Economics, or Finance, and four (4) years of full-time paid professional financial, administrative or management experience that involved supervision; **OR**

Graduation from a regionally accredited or New York State registered approved college or university with a Bachelor's Degree in Accounting, Business Administration, Public Administration, Economics, or Finance, and six (6) years of full-time paid professional financial, administrative or management experience that involved supervision.