FULTON COUNTY PUBLIC HEALTH DEPARTMENT ANNOUNCES THE FOLLOWING:

ASSISTANT PUBLIC HEALTH DIRECTOR

FULTON COUNTY RESIDENCY IS REQUIRED

This is a permanent vacancy in the Fulton County Public Health Department.

Annual Salary: $65,000 (Starting Rate) – $69,586 (One Year Rate)

Typical Work Activities:

Assists in planning, directing, supervising, administering and evaluating local health programs and clinic services;
Assists in developing and administering procedures for the evaluation of local health programs;
Assists in formulating departmental policies and procedures;
Assists in interviewing, selecting, orientation and training of staff;
Supervises and evaluates professional, supervisory and other support staff;
Assists in interpreting and implementing the policies of the New York State Department of Health;
Assists in implementing the community health improvement plan according to rules and regulations;
Recruits service providers and coordinates the delivery of services;
Develops agreements and contracts where applicable to provide needed health services;
Obtains credentialing information on clinic physicians and obtains physician prescriptions for clinics;
Assures annual health evaluations are performed;
Assures adherence to article 28 clinic requirements;
Oversees and monitors all billing activities to assure that appropriate standards are met;
Prepares and maintains a variety of records and reports as required;

The above examples of duties are intended only as illustrations of the various types of work performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

Minimum Qualifications:

Graduation from high school, possession of a high school equivalency diploma, or a high school individual education plan diploma and a Master's Degree in public health from a regionally accredited or New York State registered college or university that demonstrates the core competencies of a public health education (Biostatistics, Environmental Health Sciences, Epidemiology, Health Policy and Management and Social and Behavior Sciences) or a Master's Degree in a related field from a regionally accredited or New York State registered college or university. Related fields include public health nursing, health administration, community health education or environmental health.

A Civil Service Examination will be held for this position at a later date.