

Jurisdictional Class: Competitive  
EEO Category: Administrators  
Revised: 06/05/2024

## **DIRECTOR OF COMMUNITY WELLNESS**

**DISTINGUISHING FEATURES OF THE CLASS:** This position exists in the County Health Department and involves responsibility to oversee and directly manage, coordinate, and plan a variety of public health and specialized health programs. The incumbent is responsible for the oversight of planning, organizing, and fiscal management activities for the programs, including quality control, personnel scheduling, grant writing, regulatory compliance, program implementation, and budgeting. The work is performed under supervision of the Public Health Director with leeway allowed for exercise of independent judgment in carrying out details of the work. Supervision is exercised over the work of professional and clerical employees. The incumbent performs related work as required.

### **TYPICAL WORK ACTIVITIES:** (Illustrative Only)

Oversees and directs the operation and management of wellness and preventive health programs, including grants and mandated core public health programs;  
Determines, recruits and supervises the number of types of staff required to meet the agency's program responsibilities;  
Prepares and manages annual program budgets with Health Director assistance;  
Prepares descriptions for each category of employed or contracted position to clearly outline and identify the scope of practice, responsibility and accountability of the individual accepting the position;  
Plans orientation of new personnel and appropriate in-service education specific to meeting agency responsibilities;  
Makes provision for periodic evaluation of employee performance;  
Develops agreements and contracts where applicable to provide agency services or to secure services needed by the agency;  
Interprets agency services and policies to the general public and other health service providers;  
Develops procedures for systematic evaluation of programs;  
Interviews personnel and recommends to Public Health Director for hiring;  
Reports activities and divisional progress to Public Health Director;  
Collaborates with other Division Directors and Public Health Educator for integration of public health objectives throughout the department.  
Plans, directs and manages health promotion and prevention activities, including State mandated core programs and locally adopted programs;  
Supervises the work of divisional staff;  
Oversees the preparation of a variety of statistics, data, reports and records;  
Attends meetings, conferences, training seminars to keep abreast of developments in public health and health promotion;  
Prepares and supervises the preparation of a variety of records and statistical reports on programs in areas of responsibility;  
Establishes operating procedures and develops forms and information collection systems for programs in areas of responsibility;  
Ensures programs are operating in accordance with state and federal requirements and regulations;  
Monitors budgetary expenditures and revenue for programs responsible for;

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**TYPICAL WORK ACTIVITIES (Continued):**

Establishes and maintains effective working relationships with community, professional and public agencies to coordinate the provision of services in assigned program areas.

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

Thorough knowledge of current public health practices and administration; thorough knowledge of principles and practices and terminology of public health administration; good knowledge of principles and practices involved in community-based program implementation; good knowledge of modern fiscal and budgetary procedures; good knowledge of state and federal regulations affecting community health care; good knowledge of community agency and services which can be utilized in support of special health programs; ability to plan and supervise the work of others; ability to express oneself clearly both orally and in writing; ability to establish effective working relationships with others and facilitated collaborations; ability to prepare and maintain records and reports.

**MINIMUM QUALIFICATIONS:** Either:

- (A) Possession of Master's degree in education, public administration, nursing, management or related field **AND** three (3) years of management experience in a federal, state or local agency where services support public health efforts, two (2) years of which shall have been in a supervisory capacity; **OR**
- (B) Possession of Bachelor's degree in education, public administration, nursing, management or related field, **AND** four (4) years of management experience in a federal, state or local agency where services support public health efforts, two (2) years of which shall have been in a supervisory capacity.

**SPECIAL REQUIREMENT:** Certain assignments made to employees in this class will require access to transportation to meet field work requirements in a timely and efficient manner.

**NOTES:**

1. Degree(s) 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. If the degree was awarded by an educational institution outside the United States and its territories, the candidate must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the Internet at <http://www.cs.ny.gov/jobseeker/degrees.cfm>. Candidates will be required to pay the evaluation fee.
2. Verifiable part-time experience will be pro-rated toward meeting full-time experience requirements.