

ASSISTANT COMMISSIONER FOR ADMINISTRATION

DISTINGUISHING FEATURES OF THE CLASS:

The work involves responsibility for serving an advisory role to the Commissioner of Health and for directing the administrative functions of the Health Department. Work is performed under the general direction of the Commissioner, with wide latitude allowed for the use of independent judgment. The incumbent will be required to act as designate for the Commissioner as assigned in areas where a medical doctor is not required by law. Supervision will be exercised over the work of a large subordinate staff and administrative functions of Division Directors.

TYPICAL WORK ACTIVITIES:

1. Directs the administrative programs of the department, including, but not limited to, accounting and fiscal management, property control, automotive fleet management, personnel management, data and statistics collection and analysis;
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. Negotiates and monitors real property leases and service contracts;
4. Assists the Commissioner in managing the department programs and advises the Commissioner on operation and status of programs;
5. Participates in the evaluation of operational problems that arise outside the scope and protocol of existing policies and procedures and recommends to the Commissioner methods of resolution;
6. Serves as Commissioner's designate at assigned meetings, conferences and for liaison between the Department and other governmental units and private agencies;
7. Confers with Division Directors regarding follow-up of Commissioner's instructions and directions;
8. Oversees the preparation and administration of the department budget;
9. Prepares a variety of reports as necessary;
10. Does related work as required.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of Health Department 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 prepare and administer budgets; 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 communication; 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.

ASSISTANT COMMISSIONER FOR ADMINISTRATION (Cont'd)

MINIMUM QUALIFICATIONS:

Graduation from a regionally accredited or New York State registered college or university with a Master's degree in Public Health, Public Administration, Business Administration or a closely related field and three (3) years of managerial administrative experience, two (2) of which must have been in a Public Health program and at least one of those years in a Public Health program must have involved the supervision of other staff.

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ADOPTED: 01/19/83

REVISED: 10/22/87

04/17/89

09/30/09