

TOWN OR VILLAGE HEALTH OFFICER

GENERAL STATEMENT OF DUTIES: Has responsible charge of a local public health program; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: This is an important professional and administrative position involving responsibility for initiating, planning and directing a local public health program. A Health Officer is responsible for maintaining a high standard of public health services in accordance with the general policies and objectives of the Board of Health and with applicable state and local health laws and ordinances. General supervision is exercised over the environmental sanitation, medical and public health nursing services.

EXAMPLES OF WORK: (Illustrative only)

- Plans, organizes and directs a local public health program;
- Directs the operation of a program of licensing and inspecting to insure the sanitary quality of food served in public eating places;
- Directs the operation of water supply systems and sewage disposal systems, insofar as sanitation is concerned;
- Supervises a program for the control of communicable diseases through investigation and the compilation and analysis of appropriate statistics;
- Supervises the conduct of clinics for the treatment of venereal diseases and for the prevention and discovery of diphtheria, smallpox, tuberculosis and other diseases;
- Participates in professional conferences and training programs and arranges for in-service training of staff;
- Prepares public relations materials, such as, newspaper articles, radio and television announcements, and speaks before groups and organizations regarding the functions and activities of the Health Department.

REQUIRED KNOWLEDGES, SKILLS AND ABILITIES: Comprehensive knowledge of basic sciences underlying, and of the principles and practices of medicine as applied to public health practices; comprehensive knowledge of the principles, practices and terminology of public health administration; thorough knowledge of the principles and practices of epidemiology, sanitation and of the diagnosis and treatment of communicable diseases; ability to plan, direct and review public health programs; ability to deal with the public on projects related to public health; ability to prepare and analyze technical and statistical reports; interest in maintaining a high standard of professional ethics; tact; physical condition commensurate with the demands of the position.

TOWN OR VILLAGE HEALTH OFFICER - Continued

MINIMUM QUALIFICATIONS:

A. (1) A physician who is currently registered to practice medicine in New York State;

OR

(2) A non-physician with appropriate medical consultation who possesses:

(i) a baccalaureate degree from a regionally accredited or New York State registered four-year college and two years of supervisory experience in the administration, enforcement or management of a health or public health related program;

OR

(ii) a master's degree in public health or a related field and one year of supervisory experience in the administration, enforcement or management of a health or public health related program;

OR

(iii) a current license or certificate of registration to practice a health or public health related profession and one year of supervisory experience in the administration, enforcement or management of a health or public health related program;

OR

(iv) a combination of education and experience deemed equivalent to the above by the State Commissioner of Health.

B. All appointments to the position of local health officer of persons qualified under this section and the appointment of and arrangements for the medical consultant when necessary must be approved by the State Commissioner of Health. The required medical consultation for non-physician local health officers may be provided by the existing medical consultant, if any, to the county health officer in the county in which the affected municipality is located.

Adopted 03/12/96 by Personnel Officer