

ORANGE COUNTY CLASS SPECIFICATION

TITLE: DIRECTOR OF COMMUNITY HEALTH OUTREACH **GRADE:** 15

TITLE ABBREVIATION: DIR COMM HLTH OUTRCH **TITLE NO.:** 6324

JURIS.CL: C **SALARY CODE:** 01 **UNIT:** **EEO CODE:** PR **FLSA CODE:** AD(1)

DEPARTMENT: HEALTH **DIVISION:** COMMUNITY HEALTH OUTREACH

SUPERVISOR'S TITLE: COMMISSIONER

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibilities for planning, organizing, and supervising staff in special programs developed from state grants. These special programs serve primarily, but not exclusively an inner city population which is primarily minority and includes undocumented residents from other countries. The incumbent is responsible for researching appropriate available grant funds and the sources of such funds, writing and preparing grant applications, and the coordination of these grants to fund these special programs. Work is carried out according to grant guidelines and county and state regulations. Work is performed under the general supervision of the Commissioner with leeway allowed for exercise of independent judgment in developing these special programs. General supervision is exercised over the staff assigned to these special programs. Does related work as required.

TYPICAL WORK ACTIVITIES:

1. Develops annual organizational plans including goals, objectives, and staffing requirements for grant funded special programs;
2. Develops and prepares applications for grant funding in accordance with state and county regulations and directives to support these special programs;
3. Supervises staff in administering the provision of services under these special programs; reviews and evaluates subordinates' work performance;
4. Provides training appropriate to the duties to be performed under the grant;
5. Designs reporting formats in response to grant requirements;
6. Establishes and maintains a working relationship with private and public organizations serving clients who potentially could benefit from these special programs;
7. Represents Commissioner and Deputy Commissioner at appropriate meetings;

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8. Administers grant funds, responsible for grant funding of Community Health Outreach (CHO) positions, notifies appropriate individuals in Health Department when a CHO position is not 100% grant funded;
9. Translates organizational goals into individual job objectives, communicates objectives as duty statements to subordinates, coaches subordinates to meet objectives and evaluates performance of subordinates annually.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of planning and supervisory methodology; thorough knowledge of Federal, State and local funding sources, rules and regulations, and appropriate health and health-related issues; good knowledge of Federal, State and local laws as they pertain to programs and services primarily for low-income populations with health and health-related problems; good knowledge of public health policies, standards, and procedures; skill in collecting, organizing and analyzing data and information related to grant applications; ability to plan and supervise the work of others; ability to develop and write grant applications; ability to work cooperatively with area public and private organizations meeting the health and human service needs of local residents; ability to develop and maintain good interpersonal relationships; ability to communicate effectively both orally and in writing; ability to lead and direct; flexibility; good powers of analysis; computer literacy; initiative; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

- (A) Graduation from a regionally accredited or New York State registered four (4) year college or university with a Bachelor's Degree, and two (2) years experience in a supervisory capacity in a public health program; OR
- (B) Satisfactory completion of sixty (60) semester credit hours in a regionally accredited or New York State registered college or a university, and four (4) years experience as outlined above.

ADOPTED: 4/10/93 CW
REVISED: 6/22/93 CW
REVISED: 1/95 CW
REVISED: 3/26/97 CFW