

COMMUNICABLE DISEASE CONTROL PROGRAM ADMINISTRATOR**NATURE OF WORK IN THIS CLASS:**

Administers the program and activities of the territorial wide Communicable Disease Programs.

ILLUSTRATIVE EXAMPLES OF WORK: (These examples do not list all the duties which may be assigned; any one position may not include all the duties listed.)

Directs the planning, development, coordination and implementation of the territory's disease control programs such as Tuberculosis, Venereal Disease, Leprosy, childhood immunization diseases, foreign quarantine, Hepatitis, Enteric diseases, sexually transmitted diseases including AIDS, and other infectious diseases.

Directs continuous studies and surveillance of infectious disease reports to identify increasing trends.

Supervises the dissemination of information to medical and other health care professionals and to the general public.

Reviews grant applications for conformance to established guidelines.

Analyzes the epidemiological methods and procedures utilized and the investigative data accumulated by the staff for compliance to program requirements.

Directs epidemiologic investigations and educational activities.

Develops and implements policies and procedures for efficient administration of disease control programs.

Provides technical and advisory assistance to public and private health care providers on infectious disease control measures.

Keeps abreast of developments and changes in local and federal laws regarding communicable diseases; prepare and recommend amendments when necessary.

Confers with federal health agencies to establish, upgrade and modify program operations in accordance with federal program standards.

Performs related duties as required.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:

Knowledge of the principles and practices of infectious disease control.

Knowledge of communicable diseases, their diagnosis, treatment and prevention.

Ability to analyze disease trends and develop epidemiologic control strategies.

Ability to apply pertinent laws, regulations and policies governing public health programs.

Ability to administer the activities of the communicable disease programs.

Ability to evaluate operational effectiveness and recommend changes in policies and procedures.

Ability to make decisions in accordance with existing laws, rules and regulations and to apply departmental policies.

Ability to prepare operational plans, budget requests and technical reports.

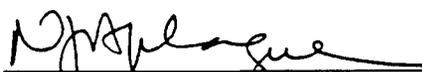
Ability to communicate effectively, orally and in writing.

MINIMUM EXPERIENCE AND TRAINING:

- (a) Four years of experience in diseases epidemiology including one year as a supervisor and graduation from a recognized college or university with a Bachelor's Degree in Biological, Physical or Health Science; or
- (b) Any equivalent combination of experience and training beyond the Bachelor's Degree which provides the minimum knowledge, abilities, and skills.

PAY RANGE: 52

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NORMA J. AFLAGUE
Executive Director
Civil Service Commission