

PUBLIC HEALTH ADMINISTRATOR

NATURE OF WORK IN THIS CLASS:

This is administrative work involving the development and implementation of major public health programs.

ILLUSTRATIVE EXAMPLES OF WORK:

Directs and participates in the planning, development, integration and operation of major public health or medical care programs.

Provides consultation on the establishment of services and facilities in connection with these programs.

Coordinates program activities with officials of Federal and state government or agencies.

Conducts program studies and prepares reports on assessments; determines, evaluates and recommends necessary program developments.

Evaluates performance of contracting vendors and recommends actions for breach of contract.

Performs related work as required.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:

Knowledge of public health administrative principles and practices.

Knowledge of community health needs and relationships.

Ability to administer the activities of major public health programs.

Ability to interpret health regulations, policies and procedures.

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

Ability to make decisions in accordance with appropriate program guidelines.

Ability to work effectively with the public and employees.

Ability to communicate effectively, orally and in writing.


Ability to maintain records and prepare reports.

MINIMUM EXPERIENCE AND TRAINING:

(a) Four years of experience in public health or welfare administration work and graduation from an accredited college or university with a Bachelor's degree in social or life science; or

(b) Any equivalent combination of experience and training beyond the Bachelor's degree which provides the minimum knowledge, abilities and skills.

Established: July 1980



DAVID R. FLORES, Executive Director
Civil Service Commission