

## **DIRECTOR OF CLINIC SERVICES**

**DISTINGUISHING FEATURES OF THE CLASS:** This position involves responsibility for the planning, organizing and administrative supervision of the Clinic Services program in the Health Department. The work is performed under the general supervision of the Director or Deputy Director of Public Health with leeway allowed for the use of independent judgment in carrying out work activities. Supervision is exercised over the work of both professional and clerical staff. Does related work as required.

### **TYPICAL WORK ACTIVITIES:**

Plans, organizes, supervises and evaluates the Clinic Services program of the Health Department;  
Assures day-to-day operations and problems resolves problems which may include staff scheduling, record keeping, billing and service provision procedures and issues regarding supplies and equipment;  
Develops and coordinates the implementation of the Clinic Services program's policies, procedures and standards in conjunction with administrative supervisors;  
Prepares and/or directs the preparation of a variety of reports and recommendations on the Clinic Services program;  
Prepares the budget, cost studies and fiscal procedures for the Clinical Services program;  
Coordinates the study, collection and analysis of data for evaluation of program operations and prepares report of findings;  
Interprets Clinical Services program policies and services to the general public and other agencies;  
Participates in conferences, professional meetings and committees on health care issues, both publicly and within the Health Department.

### **FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Thorough knowledge of the principles and practices of public health and public health administration;  
Good knowledge of State and local health requirements as they relate to the provision of Clinic Services;  
Skill in resolving administrative problems;  
Ability to plan, organize and evaluate a clinic services program;  
Ability to direct and supervise the work of others;  
Ability to prepare, oversee and interpret program budgets and fiscal reports;  
Ability to collect and analyze data and prepare written program records;  
Resourcefulness.

**MINIMUM QUALIFICATIONS:**

- A) Graduation from a regionally accredited or New York State registered college or university with a Master's degree in public health, nursing, health services administration, public administration or closely related health field and two years of administrative or supervisory experience in a federal, state or local health care agency or clinic; OR
- B) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree in public health, nursing, health services administration, public administration or a closely related health field and three years of administrative or supervisory experience in a federal, state or local health care agency or clinic.

SPECIAL REQUIREMENT: Certain assignments made to employees in this class will require reasonable access to transportation to meet field work requirements made in the ordinary course of business in a timely and efficient manner.

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COMPETITIVE