

Code: 3465  
Health and Welfare Service  
Medical and Social Service Group  
Public Health Series

CLASS TITLE: **Public Health Administrator I**

CHARACTERISTICS OF THE CLASS: Under supervision, the class performs administrative, fiscal and clerical functions in assisting with the administration of a public health program; and performs related duties as required.

ESSENTIAL DUTIES: Works with program managers and staff in implementing program procedures to ensure the efficient delivery of services to clients; conducts administrative, operational and fiscal reviews to determine program compliance and to evaluate program's effectiveness in meeting established goals and quality and service standards; documents findings and prepares program compliance reports; assists in providing technical assistance to delegate agencies found to be in non-compliance and monitors agencies' progress in correcting identified deficiencies; recommends administrative changes or corrective measures for agencies unable to meet program goals; assists in preparing operating budgets and maintaining records of fund expenditures.

RELATED DUTIES: Assists in promoting public health programs to various communities.

MINIMUM QUALIFICATIONS:

Training and Experience. Graduation from an accredited college or university with a Bachelor's degree in Business Administration, Public Administration or a related field supplements by one year of experience in the administration of public health programs, or an equivalent combination of training and experience.

Knowledge, Abilities and Skill. Some knowledge of public health issues and programs. Some knowledge of program monitoring procedures. Some knowledge of business management principles. Some knowledge of fiscal management practices.

Ability to prepare reports. Ability to apply basic business management theories and principles. Ability to conduct administrative and fiscal audits. Ability to prepare narrative and financial reports. Ability to operate a personal computer.

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CLASS TITLE: **Public Health Administrator I (Cont'd)**

Good Skill in the application of business management principles.  
Good analytical skills. Some program auditing skills. Good oral and

written communication skills.

Working Conditions. General Office environment.

Equipment. Standard office equipment including personal computers.

NOTE: While the list of essential duties is intended to be as inclusive as possible, there may be other duties which are essential to particular positions within the class

July, 2002  
City of Chicago  
Department of Personnel