

Code: 3466
Health and Welfare Service
Medical and Social Service Group
Public Health Series

CLASS TITLE: **Public Health Administrator II**

CHARACTERISTICS OF THE CLASS: Under general supervision, the class administers and monitors a public health program of moderate scope and magnitude typically provided by delegate agencies and health care professionals; and performs related duties as required.

ESSENTIAL DUTIES: Supervises staff and oversees delegate agencies in the delivery of services to clients; conducts surveys to assess clients' needs and develops and implements program plans, objectives, standards and procedures for use by staff or delegate agencies in providing services to clients; develops request-for-proposals and assists in selecting and negotiating contracts with service providers; creates evaluation tools and oversees the monitoring of administrative, operational and fiscal components of programs to determine compliance and effectiveness in meeting established goals and quality standards; provides technical assistance to delegate agencies found to be in non-compliance and monitors agencies' progress in correcting identified deficiencies; recommends corrective action in cases of non-compliance with contract agreements; establishes linkages with health and social service agencies to facilitate the sharing of resources; oversees the maintenance of program records and the preparation of narrative and statistical reports on program activities; implements procedural changes to modify and improve the quality and scope of program services; trains and directs the training of staff and delegate agencies on public health program administration procedures; prepares program budgets and monitors expenditures and payments to delegate agencies for services rendered; assists in compiling information for the preparation of grant proposals to obtain program funding; coordinates the preparation of informational materials to promote awareness of the programs to various communities.

RELATED DUTIES: Works with advisory groups in planning and modifying programs; recruits volunteers to conduct outreach for programs and services.

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 supplemented by two years of progressively responsible experience in the administration of public health programs, or an equivalent combination of training and experience.

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

Knowledge, Abilities and Skill. Good knowledge of public health

issues and programs. Good knowledge of program monitoring procedures. Good knowledge of business management principles. Good knowledge of fiscal management practices.

Ability to administer a public health program of moderate size and scope. Ability to prepare detailed narrative and financial reports. Ability to develop and implement program standards. Ability to supervise staff and oversee delegate agencies. Ability to work with service providers. Ability to operate a personal computer.

Good skill in the application of business management principles. Good analytical skills. Good program auditing skills. Some supervisory and management 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