

Director of Public Health Yates County



The Director of Public Health is an administrative position with full responsibility for the local Public Health Department. The responsibility includes fiscal management, business management, program operations and professional services. The Director of Public Health is responsible for the implementation and enforcement of the State and local Sanitary Codes and is responsible for the operations of the Core Public Health Programs, Licensed Home Care Services Agency, Early Intervention Program, Preschool Special Education Program and Article 28 Clinic, including direct supervision, general oversight and contract services of professional, technical, clerical staffs and volunteers. Activities are performed under the direction of the County Administrator with considerable latitude in the exercise of independent judgment. Does related work as required.

About Yates County Public Health Department

The Yates County Public Health Department was established in 1926 by the Yates County Legislature as a partial-service health department. The Department includes two major program areas: Public Health Prevention Services and Special Children's Services. Environmental Services including regulatory inspections of pools, restaurants and public sewer and water systems are provided to Yates County through the New York State Department of Health District Office located in Geneva New York.



Public Health
Prevent. Promote. Protect.
Yates County, NY

Departmental Mission

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Improve the health and wellness of all people in Yates County through disease prevention and control, health promotion, environmental risk reduction and emergency preparedness.

Departmental Vision

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The Yates County Public Health Department works to bring about a healthier, safer, better informed community.

Budget: \$1,326,533

Number of Staff: 12

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Primary Responsibilities Include:

Exercises a high degree of initiative and independent judgment in formulating and adapting procedures to meet both long-range as well as short-range operational needs of the Public Health Department;

Interprets and implements the policies of the State Department of Health, State Education Law and related environmental and Public Health Programs;

Establishes and carries out departmental policies in consultation with local board of health, the State Department of Health, and the professional staff of the Department;

Prepares budget, implements and maintains fiscal controls in accordance to State and Federal laws and rules and submits reports as required to multiple sources;

Speaks before civic groups and community organizations concerning the functions and activities of the agency;

Works with the community emergency partners to establish systems and leadership necessary for a comprehensive and coordinated local and regional emergency response;

Prepares and issues public relations material regarding health agency activities, including newspaper articles, and radio and television programs;

Assures that the Core Functions of Public Health are conducted as outlined under Public Health Law and Part 40 of the State Sanitary Code;

Analyzes information to identify emerging issues and trends, and incorporates relevant findings into plans and programs;

Ensures a competent public health workforce;

Acts as liaison between the local board of health and other local municipal officials;

As Director of Public Health, acts as appointed health officer for the county, Early Intervention Official, and Director of Patient Services;

Performs other duties as assigned.

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Overview of Vacancy:

Salary: \$87,000 – \$112,000, commensurate with experience

Schedule: Monday – Friday, standard business hours, with occasional evening or weekend commitments; 40 hours per week

Residency: Must be a legal resident of Yates, Seneca, Steuben, Schuyler, or Ontario County at the time of hire

Benefits:

- Health, Dental, and Vision Insurance
- NYS Retirement
- Deferred Compensation
- Supplemental Insurance Plans

Location:

Yates County, New York (population 24,600), is conveniently located in the Finger Lakes region of New York nestled amongst Canandaigua Lake, Keuka Lake, and Seneca Lake. Yates County is governed by the Legislature, consisting of fourteen members elected by district on a two-year term basis.

Located midway between Pennsylvania and Lake Ontario, Yates County is forty (40) miles southeast of Rochester and fifty (50) miles southwest of Syracuse.



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Minimum Qualifications:

- a) Master's Degree in Public Health from a regionally accredited or New York State registered college or university that demonstrates the core competencies of public health education (Biostatistics, Environmental Health Sciences, Epidemiology, Health Policy and Management, and Social and Behavior Sciences), or a Master's Degree in a related field from a regionally accredited or New York State registered college or university. Related fields include public health nursing, health administration, community health education or environmental Health); AND
- b) Two (2) years of administrative experience in a health related organization or government agency that demonstrates that the candidate possesses the knowledge and skills necessary to administer public health programs including workforce and budget management, effective communication, effective establishment and implementation of policy or business goals, and compliance with legal requirements.

SPECIAL NOTE:

All appointments to the position of public health director and the appointment arrangements for the medical consultant are subject to the approval of the State Commissioner of Health.

Candidates who do not meet the education or experience requirements of this section may be conditionally approved for an appointment of two years by the State Commissioner of Health, with an opportunity for two additional one year conditional renewals. Final approval of these candidates shall be contingent on satisfactory progress in meeting a public health education or experience plan developed in conjunction with and approved by the State Commissioner of Health.

SPECIAL REQUIREMENTS:

Possession of a valid New York State Driver's license is required at the time of appointment, and such license must be maintained in good standing throughout the tenure of employment in the position.

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How to Apply:

Deadline: Applications will be accepted through **August 22, 2025** and reviewed on a continual basis. Selected candidates will be contacted.

To be considered, please submit the following items:

- Application
- Cover letter
- Proof of highest level of education
- Resume
- Writing samples or exercises
- 3 professional references



To Apply Online:

mycivilservice.yatescountyny.gov



To Submit via Mail:

Yates County Human Resources
417 Liberty Street, Penn Yan, NY 14527



For Questions:

Kerry.Brennan@yatescountyny.gov

