

Robert P. Astorino
County Executive

Commissioner of Health **Westchester County, New York**

Westchester County government provides a wide array of services and events that are every bit as diverse as the resident population we serve. The mission of the Westchester County Department of Health is to protect the public health and environment of Westchester County residents, prevent disease and prolong meaningful life for Westchester residents.

The County is now seeking a dynamic, innovative, experienced professional with exceptional administrative skills to lead the County's Department of Health as Commissioner. The Department of Health currently has an operating budget of approximately \$166 million, and a multidisciplinary staff of nearly 300 medical, professional and support personnel assigned to various locations throughout the County. The Commissioner directs, manages and regulates the Department's delivery of public health services throughout the County, including environmental sanitation, communicable disease control, personal health services, preventive healthcare, and health education.

Scope of Work (for illustrative purposes; not exhaustive):

- ◆ Establishes overall public health policy and conducts long-range planning for the department by assessing internal and external environments;
- ◆ Plans, organizes, directs and controls all public health maintenance and preventive healthcare activities for the County, under the guidelines set by the New York State Public Health Law and other national, state and county legal regulations;
- ◆ Establishes formal means of accountability, and approves developments or changes in matters involving departmental policies and procedures;
- ◆ Directs the application of a system of responsible accounting, including budget and internal controls, and approves the annual budget;
- ◆ Develops and implements standards, programs and procedures for the provision of ongoing public health services as required by New York State and Westchester County Sanitary Codes;
- ◆ Determines responsive and preventive measures to be taken in safeguarding all aspects of the health of the County's residents, and works closely with the County's individual municipalities to assist them in development of their own public health programs;
- ◆ Serves as the Departmental Representative to the County Board of Health and is invested with all the powers of the Board of Health. Is responsible for the development and presentation of reports on the County's public health care and environmental quality monitoring and permitting activities, and provides ongoing input to and coordination with other state and national health agencies;
- ◆ Participates in local, state and national professional healthcare organizations and obtains and disseminates information on current and future healthcare practices and trends to ensure the applicability and compliance of County healthcare activities and forecasting with current medical and legal standards.
- ◆ Leads emergency responses to toxic or hazardous materials incidents, incidents at the nuclear facility, and other man-made or natural disasters that threaten the public's health, and responsible for establishment of emergency planning for prevention of and response to such disaster situations.

Minimum Required Training & Experience (per New York State Sanitary Code):

- A. A physician currently registered to practice medicine in NY State & possesses two years experience in administrative practice and:
1. Certification by American Board of Preventive Medicine; or
 2. Master's degree* in Public Health or related field; or
 3. Appropriate combination of education & experience deemed equivalent by the NYS Commissioner of Health.

B. The appointment to the position of Commissioner of Health must be approved by the County Board of Health and the State Commissioner of Health.

Desired Additional Training & Experience: Eight years responsible fulltime Public Health experience, five of which are at the level of a Director or Deputy Director of a Public Health agency. *The position requires strong management skills as well as a vision for delivering services in challenging economic times.* More information, including a full job description, can be obtained at <http://humanresources.westchestergov.com/>. Follow the link for “Executive Office Search.”

Compensation: The Commissioner of Health is an Executive Level appointed position, reporting directly to the County Executive, with a salary of \$172,295. The compensation package includes comprehensive benefits, including medical, dental, vision, deferred compensation, paid leave and retirement plan. Interested candidates should submit a cover letter and resume which specifically addresses the applicant’s relevant experience for this position, including size and composition of staff supervised; programs and systems responsible for; size of budgets and other significant factors to: **jobs@westchestergov.com**.
Important: Please indicate **Health Commissioner** in the subject line of your e-mail.

Westchester County is an equal opportunity employer.