



PROVISIONAL OPENING FOR DIRECTOR OF PATIENT SERVICES

There is a full time opening in the Allegany County Health Department for a Director of Patient Services. The position is **provisional pending a civil service examination.

***This is a competitive class position, provisional candidate must pass the examination for this position and be ranked among the top three (3) candidates and receive an offer of employment for this position.*

The position offers family friendly work hours and excellent benefits including membership in the New York State pension plan.

*** Residency -Candidates must be residents of Allegany County or a contiguous county for at least one month prior to the date of exam.*

Salary range: \$26.37 ~ 36.50/hr.

The work involves responsibility for administering countywide public health patient care services. The incumbent plans, develops, implements, and evaluates agency services, and is responsible for budget development and resource allocation as well as policy and procedure formulation. The incumbent maintains professional liaisons with other county agencies and community health professionals, and negotiates contracts with private contractors, vendors, insurance companies and other agencies. The incumbent also represents the agency at federal and state organizational meetings and cooperates with federal and state funding regulatory sources to maintain standards. The work is performed under the general supervision of the Public Health Director with wide leeway allowed for the exercise of independent judgment in carrying out details of the work. Supervision is exercised over subordinate staff. Does related work as required.

Thorough knowledge of modern principles and practices of public health care administration; thorough knowledge of federal, state and local laws, rules, regulations related to public health care; good knowledge of budget preparation and administration; working knowledge of billing, fraud, waste and abuse issues; good knowledge of the modern principles and practices of supervision; good knowledge of public information and public relations techniques; ability to understand and interpret complex oral instructions and/or written directions; ability to establish and maintain effective working relationships with others; ability to communicate effectively both orally and in writing; ability to plan and supervise the work of others; ability to deal effectively with the public; ability to understand and follow oral and written instructions; ability to plan, organize, coordinate, administer and evaluate the effectiveness of program plans and provision of services related to public health care services; ability to prepare budgets, operating reports and a variety of other reports relative to program activities; ability to understand and empathize with the needs and concerns of others; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Either

- (a) Graduation from a regionally accredited or New York State registered college, university, or one accredited by the New York State Board of Regents to grant degrees with a Masters degree in Nursing; or
- (b) Graduation from a regionally accredited or New York State registered college, university, or one accredited by the New York State Board of Regents to grant degrees with a Bachelor's degree nursing and two years' experience as an RN.

Special Requirement:

1. Licensure and current registration as a registered nurse in New York State.
2. Possession of a valid New York State driver license.

Interested candidates may submit a complete Civil Service application and resume' to the Human Resource/Civil Service Department. There is no fee at this time.

ALLEGANY COUNTY CIVIL SERVICE DEPARTMENT