



# Perry County Health Department

## Position Description

### MISSION

To improve Public Health in Perry County by preventing disease, promoting health and safety, and protecting our environment.

### VISION

A motivated community uniting for health and prosperity where we live, work, and play.

### VALUES

WE CARE: Willingness, Excellence, Collaboration, Accountability, Respect, and Education

<b>Position Title:</b>	Director of Administrative Services				
<b>Working Title:</b>					
<b>Agency Unit:</b>	Administration		<b>Reports to:</b>	Health Commissioner	
<b>Employment Status:</b>	Full Time	<b>Hourly Pay:</b>	TBD	<b>FLSA Status:</b>	Exempt
<b>Normal Working Hours:</b>	8am-4pm Monday-Friday Or as approved by the Health Commissioner				

### Position Summary:

Under the general direction of the Health Commissioner, the Director of Administrative Services directs all financial aspects of the health department ensuring transparent, sound, and stable fiscal management along with managing human resources, vital statistics, special projects, and public health accreditation. This position supervises 3 staff members including the Registrar/Special Projects Coordinator, the Accreditation Coordinator/Deputy Registrar, and the Receptionist.

### Essential Duties:

Director of Administration Duties: 70% (percent of time on these activities may fluctuate)

1. Plans, directs, coordinates and monitors fiscal operations for the Department; evaluates and plans the fiscal functions for the agency (e.g., accounting, payroll, purchasing, budget planning, receipt and disbursement of funds and expenditures, grant funds, etc.); monitors accounting activities including accounts payable and receivable, payroll, budget activities; monitors fiscal progress of projects for compliance or variance from budgeted costs and determines appropriate action; leads all audits.
2. Develops, prepares, and oversees preparation and maintenance of various fiscal reports, records, analyses, and /or documentation (e.g., internal management reports, budget forecasts, cost analysis studies, revenue and expenditure comparisons, personnel and payroll reports, grant reports, etc.); ensures compliance with federal and state laws.

3. Supervises employees within the Administration Division (e.g., schedules and assigns work tasks, interviews and recommends hiring of job applicants, recommends pay assignments, evaluates employee performance, recommends discipline, receives and adjusts grievances and complaints, recommends and approves leave requests); attends and participates in policy review meetings; recommends policy changes; assists with the development of policy; interprets and enforces policy; participates in personnel relations activities; has access to employee personnel files; and has unlimited access to financial data used in monitoring organization revenue/income and used in payroll and benefit budgeting.
4. Leads activities for accreditation through the Public Health Accreditation Board (PHAB); leads, develops, and/or assists with the development of plans necessary for accreditation (quality improvement, workforce development, strategic plan, community health improvement plan, etc.); works with accreditation team to ensure policies, programs, and documents are in place for accreditation; attends necessary meetings and trainings to assist with accreditation process; participates in PHAB accreditation site visit; develops plans for continued PHAB accreditation efforts.

Human Resources Duties: 15% (percent of time on these activities may fluctuate)

1. Coordinates human resource functions, activities, and trainings including workforce development, recruitment/retention, benefit administration, record keeping, employee health and safety, competency and credentialing, etc.
2. Helps to ensure agency policies and human resource decisions follow all state and federal regulations and the Ohio Revised Code.
3. Assists the Health Commissioner and/or Leadership Team in developing, updating, and interpreting personnel policies and procedures for presentation to the Board of Health for approval and implementation.
4. Advises the Health Commissioner and/or Leadership Team on human resource issues including disciplinary issues and counseling within the scope of authority.
5. Advises the Health Commissioner and/or Leadership Team on recruiting, interviewing, selecting, and orienting employees. Oversees postings and advertisements of available positions; assists the Health Commissioner with scheduling interviews; and may conduct pre-employment background checks.
6. Assists the Health Commissioner and Leadership Team in developing and coordinating an agency-wide performance evaluation system and assists with compliance.
7. Develops and maintains personnel files, personal service contracts, classification specifications, and position descriptions for new and current positions.
8. Maintains confidentiality of non-public personnel records ensuring proper protection of files and information related to personal information and medical records.

**Minimum Qualifications:**

1. A two-year degree in a finance field or equivalent experience.
2. Knowledge of accounting, auditing, business administration, or financial management of organizations.
3. Ability to develop meaningful and concise financial reports.

4. Ability to perform budgetary analysis and report findings and recommendations.
5. Proficient computer skills, especially Microsoft Excel.
6. Excellent verbal, written, and customer service skills.
7. Valid Ohio driver's license with ongoing proof of auto insurance.

**Preferred Qualifications:**

1. Bachelor's Degree in finance, accounting, business administration, or equivalent field.
2. Knowledge of governmental accounting principles and fiscal audit management.
3. Experience in quality improvement and performance management.

**Other Duties & Responsibilities:**

1. Attends staff meetings, Leadership Team meetings, and annual District Advisory Council Meetings unless excused by the Health Commissioner.
2. Serves on the CHA and CHIP workgroups and/or delegates a staff member to represent the Administration Division as directed by the Health Commissioner. This may include participation in the committees organized around the key health priority areas and working on completing the committee workplans.
3. Supports and participates in the Public Health Accreditation process. This may include serving on the Accreditation Team and/or appointing staff from the Administration Division to serve on the team. This also includes managing the Administration Division domain assignments and ensuring staff complete and submit assignments in a timely manner.
4. Participates in continuous quality improvement and performance management.
5. Assists/participates in local and regional training (e.g., ICS, tabletop exercises).
6. Works with diverse cultures including non-English speaking clients to overcome barriers to obtaining health care and social/economic services.
7. Communicates in writing and orally with linguistic and cultural proficiency and delivers socially, culturally, and linguistically appropriate customer service.
8. Participates in community planning activities that align with the Nursing Division's goals/objectives and PCHD's Mission, Vision, and Values.
9. Observes confidentiality of client and agency information, especially with regards to HIPAA.
10. Establishes and maintains effective working relationships with the public, other governmental agencies, and co-workers.
11. Ability to drive on a regular basis to business appointments and meetings.
12. Practices dependable attendance habits.
13. Maintains and improves knowledge and skills through attendance at meetings, trainings, seminars, and continuing education.
14. Promotes public health and represents PCHD favorably to the public. This may include attending and/or

presenting at health fairs and special events, preparing displays for events, developing educational materials, and working with other staff on promotion projects.

15. Ensures compliance with standards, laws, and regulations as promulgated by regulatory agencies such as OSHA, Federal and State government.
16. In a public health emergency, functions in the local public health's emergency response and assumes the proper Incident Command Role. Participates in emergency preparedness training and exercises on an ongoing basis.
17. Assists the Health Commissioner as required.

(This list is not all inclusive)

### **Organizational Competencies:**

The Perry County Health Department (PCHD) is committed to improving public health by preventing disease, promoting health and safety, and protecting our environment. Therefore, all PCHD employees are expected to ensure that Perry County residents and our communities are protected from disease and other public health threats through prevention, and empower others to live healthier, safer lives where we live, work, and play. In addition, all PCHD employees are expected to meet the following organizational competencies:

1. Demonstrate knowledge of one's expected role(s) in organizational and community response plans activated during a disaster or public health emergency.
2. Use personal computers and other office information technologies for working with documents and other computerized files.
3. Contribute to implementation of organizational strategic plan.
4. Apply strategies for continuous quality improvement.
5. Communicate in writing and orally with linguistic and cultural proficiency (e.g., using age-appropriate materials, incorporating images).
6. Deliver socially, culturally, and linguistically appropriate programs and customer service.
7. Collaborate with community partners to improve health in a community (e.g., participate in committees, share data and information, connect people to resources).
8. Inform the public about policies, programs, and resources that improve health in the community.
9. Adhere to organizational policies and procedures.
10. Use performance management systems for program and organizational improvement (e.g., achieving performance objectives and targets, increasing efficiency, refining processes, meeting Healthy People objectives, sustaining accreditation).
11. Incorporate ethical standards of practice (e.g., Public Health Code of Ethics) into all interactions with individuals, organizations, and communities.
12. Participate in professional development opportunities.
13. Build and maintain customer satisfaction with the products and services offered by the organization.
14. Adapt to changing business needs, conditions, and work responsibilities.

**Work Environment:**

1. May be required to work irregular/extended hours including evenings and weekends.
2. Out of county and/or state travel may be required.
3. Able to tolerate extended periods of sitting and exhibits manual dexterity when working on the computer, typing, entering data, and performing other related tasks.
4. Regularly talks and listens when working with the public.
5. Provides timely response to requests and deadlines.
6. Receives, processes, and provides visual, verbal, and written information.
7. Vision demands include typing or reading on a computer screen.
8. Occasionally lifts up to 25 pounds when lifting files and boxes of records.
9. Employee may come in contact with bloodborne pathogens, body fluids, pesticides, and/or infectious disease.
10. Must be able to assume a wide range of responsibilities, work with staff that varies in their work styles, and work under pressure.
11. The primary location of this position is a typical office environment located at 2235 State Route 13, New Lexington, Ohio 43764.

**Safety:**

PCHD promotes a safe work environment. Employees must follow safety policies and procedures to ensure an accident-free workplace.

**Job Performance Evaluation:**

The employee will be evaluated at least annually, but more often if performance warrants it.

**This job description in no manner states or implies that these are the only duties and responsibilities to be performed by the employee filling this position, who will be required to follow instructions and perform any duties required by the employee's supervisor or designee.**

**EMPLOYEE UNDERSTANDING**

**My (employee) signature below indicates that I have reviewed my position description and that I understand the contents of the description.**

\_\_\_\_\_

Employee

\_\_\_\_/\_\_\_\_/\_\_\_\_

Date

\_\_\_\_\_

Health Commissioner

\_\_\_\_/\_\_\_\_/\_\_\_\_

Date