

## **POSITION DESCRIPTION COUNTY OF HOWARD, INDIANA**

**POSITION:** HEALTH DEPARTMENT ADMINISTRATOR

**DEPARTMENT:** HEALTH DEPARTMENT

**WORK SCHEDULE:** M-F, 8:00 AM – 4:00 PM, (AND AS MAY OTHERWISE BE NEEDED)

**JOB CATEGORY:** PAT--PROFESSIONAL

**DATE WRITTEN:** 9/16/08

**STATUS:** Full-time

**DATE REVISED:** 12/8/10

**FLSA STATUS:** Exempt

To perform this position successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed in this document are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Under general supervision of the Health Officer, both reporting to the Board of Health, plans, directs, implements, and evaluates the programs, activities and services involved in performing internal and external Health Department operations. Using independent judgment in decisions that influence the aforementioned operations within the framework of established National, State and local Laws, codes, rules, and guidelines; including Health Department policies and objectives; acts as the agent of the Howard County Health Officer, and the Howard County Board of Health.

### **DUTIES:**

#### ***Operating Budget/Salaries –***

Prepares salary requests and operating budget.

Presents all Fund budgets to the Health Officer, Board of Health, and County Council for appropriation.

Directs & approves all processes involved to produce pay departmental staff including the departmental Payroll Schedule & Voucher for submission to the Auditor's office.

Directs and approves all claims for submission to the county Auditor's office for payment.

Oversees the Health Fund and all grant fund accounts and bookkeeping processing.

Keeps and records daily bank deposits and revenue collections to facilitate checking account balancing.

Assembles ledgers, receipts, materials for State Board of Accounts audits.

Performs cost analysis of departmental services.

Prepares budgetary section of Annual Report as required by Indiana Statute.

### ***Grants --***

Researches and writes grant proposals.

Directs weekly payroll of grant employees.

Directs monthly payment of claims and vouchers for all Grant Funding.

Evaluates all Grant programs and reports their status to health Officer, Board of Health, Granting Entities, and State Board of Accounts.

Prepares budgetary section for all Grant funding in the production of the Annual Report.

### ***Board of Health –***

Formulates policy with Health Officer, Board, and Departmental Leadership Staff.

Prepares board meeting agendas and minutes.

Sends meeting notifications to members, staff and media.

Reports BOH rosters and appointments to city, county officials, and state department of health.

Responsible for board member orientation and education.

### ***Personnel –***

Seeks and acquires appropriate approvals, interviews and hires full-time, part-time, and grant funded staff.

Plans, implements, and evaluates staff development, including the attraction and retention of a competent local public health workforce.

Maintains all personnel records.

Authorizes time worked or taken.

Provides for continuing education/training, licensure of staff.

Attends weekly departmental meetings.

Facilitates monthly meetings.

Maintains current county and departmental Human Resources policy manual.

### ***Programs/Services –***

Plans, coordinates, and evaluates all health department programs and services.

Is the terminal compliance officer of the Health Department.

Serves as health department spokesperson, delegates other media activities when appropriate.

Coordinates health department activities with other state and local agencies.

Assures programs and services are consistent with State Department of Health regulations, County Ordinances, and health department policy.

***Program Support –***

Interacts with department heads and staff to evaluate programs and outcomes.

Provides problem solving strategies as needed.

Is capable of using a computer to assist in all phases of accountability.

Is the authorized purchasing agent of the Health Department.

Seeks resources for materials, equipment, and other items needed to implement programs and provide services.

Fills in, as needed, to cover staff vacancies, absences or activities.

***Monitor Health Status of Community –***

Plan community health assessments, assists other involved agencies as needed.

Implement or assist with implementation of community assessments.

Utilize data indicators to plan and evaluate programs and outcomes.

Serves as a community resource to assure that public health services are available to all.

Represent the health department, as necessary, in the community.

Collaborate with State and local agencies to assure needed services are provided.

Interacts with State Department of Health, IDEM, IDNR, Public Health Associations, Environmental Associations, Universities, and other entities to maintain continuing education and leadership networking opportunities.

**SKILLS:**

Ability to apply common sense to carry out instructions furnished in written, oral, scientific, or graphic form.

Ability to deal with problems involving several concrete variables in standardized situations.

Ability to understand and apply Public Health knowledge to local issues.

Ability to understand and apply basic and complex business functions, such as: budgeting, evaluating, planning, organizing, motivating, and controlling.

Ability to use typing skills and a computer.

Ability to demonstrate effective leadership and supervision of subordinate staff.

Ability to read and comprehend complex instructions, detailed correspondence, memos, laws, codes, rules, policies, procedures and legal briefs.

Ability to write complex correspondence and technical documents.

Ability to effectively present information in one on one, small and large group situations to customers, clients, and other employees of the county.

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.

Ability to compute rate, ratio, and percent and to draw and interpret graphic information.

**RESPONSIBILITY:**

Overseeing and administrating the effective operation of the Health Department.

**EDUCATION AND EXPERIENCE:** Possession of a Bachelor's degree from an accredited college or university; with major course work in Nursing, Biology, Chemistry, Health Administration, Environmental Studies, Environmental Health, Environmental Affairs, Science, or Public Administration, or closely related field minimally, and with a Master's Degree preferred. Must have a working knowledge of epidemiology and statistics and be able to do research and grant proposal writing.

**PERSONAL WORK RELATIONSHIPS:** Ability to communicate and interact humanely and tactfully, with dignity, both verbally and in writing. Ability to understand principles of community relations and media interactions.

**The physical demands and work environment described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.**

**PHYSICAL REQUIREMENTS:** While performing the duties of this job, the employee is regularly required to sit and talk or hear. The employee is frequently required to walk. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close and distance vision, as well as the ability to adjust focus.

**WORK ENVIRONMENT:** Duties are performed in an office setting, and in the field; both indoors in institutional and in outdoor residential and business settings.

This job description describes the duties and responsibilities for employment in this position. I acknowledge that I have received this job description and understand that it is not a contract of employment, nor is it intended to describe all duties someone in this position may perform. I am responsible for reading this job description and complying with all job duties, requirements, and responsibilities contained herein, and any subsequent revisions.

Is there anything that would keep you from meeting the job duties and requirements as outlined?  
YES \_\_\_\_\_ NO \_\_\_\_\_

\_\_\_\_\_  
Applicant/Employee signature

\_\_\_\_\_  
Date