

# Public Health Administrator Job Description

JOB TITLE:	Administrator/Public Health Director, County Health Officer
EXEMPT:	YES
DIVISION:	<b>PUBLIC HEALTH</b>
REPORTS TO:	County Board of Commissioners, County Board of Health
PREP. DATE	Sept. 09. 2009

## Summary

The Barber County Public Health Administrator/Director develops, implements and directs public health programs for Barber County. This position is also responsible to prepare and manage budgets, manage strategic planning to identify, coordinate, and deliver necessary services, prepare reports, evaluate programs and staff for efficiency and effectiveness, coordinate public health services with other public and private services, and is an advisor to the Barber County Board of Health.

## Essential Duties and Responsibilities

1. To regularly monitor, analyze and report on the status of community health within the county.
  - a. Report to the county health board the effect of state and local government policies and actions on the health care delivery system within the county. Interacts with legislators, legislative committees, and special interest groups
2. To provide direction to the planning, program design, and operation of the public health agency
  - a. Annually review the program organization and staffing assignments and report to the county public health board.
  - b. Develop, maintain, and review agency policies and procedures
  - c. Establishes and maintains standards of public health practice, clinical nursing and environmental health practice and procedures in determining agency public health priorities
  - d. Collect and compile statistics and summaries describing the ongoing performance of the programs
  - e. Complete a needs assessment every 5 years to identify the level of need for public health activities and programs through input from staff, citizens providers, advisory members, and the Board
  - f. Directs the preparation of reports, program materials and other agency documentation. Prepares grant applications and reports with staff assistance
  - g. Monitors records to correct and complete documentation and assures adherence to data privacy, record protection, HIPAA regulations and retention policies.
3. To provide direct supervision of and consultation with agency staff
  - a. Hires, orientates, and disciplines, and discharges agency personnel
  - b. Leads the staff in agency team building and plans agency-wide meetings, including Public Health Management, Public Health Coalition meetings and LEPC Health Care Coalition ESF-8.

- c. Conduct a formal performance appraisal of employees
  - d. Discipline agency employees in a manner consistent with all personnel rules and regulations
  - e. Supervision of staff will focus on goal setting, program management, and professional growth.
  - f. Assign program and project tasks
4. To provide fiscal policy oversight of the Public Health Services agency and assigned Coalition programs.
    - a. Prepare and administer the annual budget in accordance with the legal and timing requirements of the county health board and state grant requirements
    - b. Leads agency financial staff to be accountable for, the financial well-being of the department, including accounts payable, accounts receivable, accurate accounting records, and quality financial procedures to reduce error, increase accountability, and respond to changing financial circumstances
    - c. Approve agency expense vouchers and payroll
    - d. Review monthly budget reports for status
  5. To oversee the procurement and maintenance of the necessary workforce, supplies, equipment, and space for efficient operation of the department
    - a. Determines and justifies public health agency staff requirements necessary to meet identified community health needs through the ongoing evaluation of public health foundational services, policy development and assurance
    - b. Develop and enforce standards concerning the safety and cleanliness of the work areas
    - c. Review adequacy of equipment and space in the department and recommendations presented to the County Board
  6. Performs selective direct service work within the department as required by staffing levels and program needs which may include nursing, emergency response, environmental, maintenance or other administrative needs
  7. To serve as the Public Health Officer for the Barber County Board of Health
    - a. Assures that public health nuisances, disease outbreaks, and public health emergencies are dealt with in accordance with state and local laws
    - b. Works with other local government bodies and other community groups on matters related to environmental health, infectious disease control and emergency response
  8. To provide educational, information, analysis and administrative consultative services to the County Board in assisting its policy development, decision making, and priority setting
    - a. Provide orientation and updates to the County Board about public health services provided within the county
    - b. Drafts codes, orders and policies related to public health issues for the county board consideration and/or approval
    - c. Reports recommendations of the Medical Advisor to the county health board
  9. To develop and maintain community awareness of public health program availability to residents and the conditions for receipt of such services
    - a. Provide presentation regarding the public health service programs before civic, school, and health related organizations
    - b. Provide public information such as news releases and radio talks regarding the public health issues
    - c. Prepare and update brochures describing public health services to display throughout the county
    - d. Participate in cooperative efforts to develop county and regional information and referral programs and materials

10. To develop and maintain awareness of advance events in professional health fields which potentially affect the future availability of health resources to the residents of the county
  - a. Review all relevant inter-governmental communication and professional literatures.
  - b. Participates in community organizations and collaborations which will enhance the public's health locally, regionally or state-wide. Represents the agency in professional and community activities ie. LEPC and CHNA
  - c. Promotes and participates in student education, special projects, research or demonstration programs relating to public health ie. Health fairs, school programs and social groups
  
11. To participate in the cooperative management of the county organization
  - a. Attend all regularly scheduled Division Director meetings
  - b. Additional duties and responsibilities will be undertaken in accordance with conditions negotiated with the county board

**SUPERVISORY RESPONSIBILITIES:** Directly supervises 2 full-time nurses, , 1 dietician, 1 environmental health specialist, 1 full time office manager, 1 receptionist and 1 part time emergency preparedness contract employee. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees' planning, assigning and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

**JOB RELATIONSHIPS:** Internal Interactions with: County Board of Health, Auditor, Human Services, Clerk, Assessor, County Attorney, Sheriff, Veteran Services, County Administrator, Planning and Zoning, Emergency Management Services, Court Administration, Community Action Agency, Extension, Custodians, Hospital, Probation.

External Interactions with: Schools, municipal clerks, township officers, extension service, health care providers within the county, ambulance and policing agencies within the county, families, public, and clients. Secondary relationships include Kansas Department of Health, Department of Human Services, Department of Children, Family Protective Services, news media, other Administrators and directors, professional health associations, county coroner, ministers, mental health centers, Medicare, insurance companies, senior groups, hospice, medical salesmen, and volunteers.

Requires ability to deal with customers who are under stress and who may be angry, hostile, verbally or physically aggressive, and may use language or behaviors that would be considered inappropriate in normal business interactions. The ability to diffuse these situations is highly desirable.

**QUALIFICATION REQUIREMENTS:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed above represent the knowledge, skill, and abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

## **Education and Experience**

- The Administrator must meet the personnel standards in County Personnel Handbook
- High School Diploma required, Bachelor's Degree preferred from accredited college, including course work and field experience in public health
- Minimum of 2 years of generalized public health experience, plus one year supervisory experience of professional staff
- Upon hiring, requires six months of formal orientation and probation period of adjustment to the job

## **Knowledge, Abilities, and Skills**

- Thorough knowledge of the principles of public health policy and practice in Kansas
- Considerable knowledge of public health administration, including finance; budget management, personnel; contracts; local, state and federal rules, requirements and best practice

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- Considerable knowledge of the organization of public health programs, Communicable disease control, Chronic disease prevention, Environmental health, Maternal child health, Clinical care.
  - Considerable knowledge of the current trends in the public health care service delivery
  - Considerable knowledge of available public and private community health and social services resources and their functions
  - Ability to apply principles of the public health to communities, families, and individuals
  - Ability to establish and maintain cooperative relationships with agency staff, representative of other agencies, clients and the general public
  - Considerable knowledge in health care roles during disaster response

**LANGUAGE SKILLS:** Ability to read, analyze, and interpret common scientific, medical, and technical journals, financial reports, and legal documents. Ability to respond to common inquires or complaints from customers, regulatory agencies, or members of the community. Ability to effectively present information to management public groups, advisory committee, or Board.

**MATHEMATICAL SKILLS:** Ability to work with mathematical concepts such as probability and statistical inference, and fundamental of algebra, physics, geometry, and trigonometry. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

**REASONING ABILITY:** Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instruction in mathematical or diagram form and deal with several abstract and concrete variables.

**PHYSICAL DEMANDS:** The physical demands described here represent those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to use hands and fingers; handle and feel objects, tools or controls; reach with hands and arms; and talk and hear. The employee is regularly required to stand, sit, climb, or balance.

The employee must occasionally lift and/or move more than 20 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, and depth perception.

**WORK ENVIRONMENT:** Work is preformed primarily within the public health office, as well as in community settings. Demands flexibility in hours to respond to client and community requests. Includes evening, weekend, night, and holiday work. Work demands often require longer than a regular 8-hour day or 40-hour work week.

Requires regular travel and exposure to environments under less than optimum conditions.

Work is designed to respond to emergencies, crisis and frequent problem solving situations over which there is little control. The noise level in the work environment is usually moderate. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.