COUNTY HEALTH DEPARTMENT ADMINISTRATOR

POSITION SUMMARY

The duties of the **ADMINISTRATOR** fall under the direction of the Board of County Commissioners (Board of Health). This is an exempt position under FLSA. The **ADMINISTRATOR** is responsible for providing the overall direction, supervision and management of the health department/home health agency. This position is responsible for coordinating and networking with other organizations and services, developing and interpreting policies and procedures and maintaining acceptable standards. In addition to administrative functions this employee will perform direct nursing services in the health department/home health agency and also serves as the Public Health Emergency Preparedness Coordinator. This employee has access to protected health information and must maintain the confidentiality of this information. This employee should possess excellent organizational, communication and public relation skills. Other responsibilities may be added by the County Commission as needed

Essential Functions

- Establish and maintain the programs and services of the health department/home health agency, as determined by board policy, as well as comply with pertinent local and state statutes. Promote program activities as outlined in grant objectives.

- Assures that accurate record keeping of all transactions of the office is maintained and that preparation of financial and activity reports is completed.

- Responsible for preparing the department's annual budget and procures grant and private funds with board approval.

- Responsible for assuring that all grant program requirements are completed.

- Assure record keeping of minutes of meetings, board by-laws and policies, and statistics of the health department, and make them readily available to the public after the board has reviewed and accepted them. Clinical records shall be released only by court order or by written consent of the patient. Health information may be shared with appropriate medical providers per guidelines of HIPPA.

- Assure financial and activity reports, budget, annual report, and minutes of meetings with the county commissioners are filed after board approval.

- Responsible for recruiting, hiring, orientation, training, supervising, evaluating and termination of employees.

- Responsible for procurement and maintenance of materials, supplies, and equipment.

- Assists as needed as an RN in clinic functions and duties.

- Assure the Health Alert Network (HAN) emergency contact and notification system is monitored 24/7/365

- Maintain a working relationship with the State Department of Health and Environment, including reporting.

- Responsible for developing on-going strategic planning procedures to collect data and information regarding the health needs of the community and with the board consider solutions, adaptation of services, or new programs to meet changing needs.

- Cooperate with existing agencies and groups providing health related services and coordinate health department/home health agency activities with these whenever possible.

- Work with the HEALTH OFFICER/MEDICAL CONSULTANT in establishing medical and clinical programs and procedures of the health department/home health agency in studying statistics of the incidence of disease and in evaluating the occurrence of unusual diseases.

- Meet regularly with the County Commission to share information and convene as the Board of Health.

- Assure the formation and regular meeting of an advisory board to serve in an advisory capacity to the health department/home health agency and the Board of Health. Is an ex-officio member of the advisory board without voting power.

- Maintain nursing and administrative expertise through attendance at appropriate educational meetings and conferences such as the Governor's Public Health Conference & Kansas Association of Local Health Department meetings.

- Coordinates with effected/appropriate members of the Mitchell County Disaster Board to ensure activities of the Mitchell County Readiness and Preparedness Plan are carried out. Calls in staff as necessary to ensure such activity is done.

- Maintains current address and phone number for availability in office.

- Responsible for identifying, reporting, and assisting in the control of outbreaks of infectious and communicable diseases.

Qualifications: A high school diploma or GED and Associate Degree in Nursing are required. A bachelor degree in nursing or related field is preferred. This employee must have a current license to practice as a Registered Nurse in the State of Kansas, certification in CPR and have a valid Kansas Driver's License.

Experience: Three years experience in a hospital setting is preferred. Employee is expected to have acquired the information and skills necessary to perform the job reasonably well within six months. (The training period may be extended per county policy.)

Technical Skills: A thorough knowledge of the principals of basic nursing and skill in application of these principals in the home, school, clinic and office setting is required. This employee should have knowledge of budget and grant preparation and management or a willingness to learn. The ability to make independent judgments in relation to the application of nursing care of people is required. This employee must have the ability to plan, organize and utilize teaching principals in working with families, clients, schools and other community organizations. This employee must possess excellent supervisory, managerial, organizational, public relations and oral and written communication skills and have the ability to effectively direct employees. This employee will have access to protected health information and must have the ability to maintain confidentiality.

Problem Solving: Problem solving is a factor in this position. This employee encounters problems with clients, personnel issues, fluctuating workloads and budget constraints and must be able to reason quickly, independently and correctly.

Decision-Making: Decision-making is a factor in this position. Needs ability to define problems, collect data, establish facts and draw valid conclusions.

Supervision: This employee works under the supervision of the Board of County Commissioners. This employee exercises constant supervision over subordinate personnel.

Financial Accountability: This employee is responsible for county equipment and resources. This employee prepares the annual departmental budget and is responsible for maintaining federal and state grant programs.

Personal Relations: Daily contact with the general public, subordinate personnel, co-workers, other departmental and supervisory personnel is expected.

Working Conditions: Some adverse working conditions exist within this position. Exposure to clients of all ages, blood borne pathogens, and communicable disease is expected. The noise level in the work environment is usually moderate. This is not strictly 8:30 a.m. to 5:00 p.m. overtime is expected.

Physical Requirements: The physical demands described here are representative but may not be all inclusive of 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 for this job, the employee is frequently required to stand, walk, talk, hear, and smell. The employee is frequently required to sit, use hands and fingers, handle or feel objects, tools or controls, reach and stretch with hands, and arms; climb or balance; and stoop, kneel, crouch, or crawl. The employee must frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

Dress Code: All personnel are expected to be neat, clean and maintain a professional attitude. Jeans and tee shirts may be worn if appropriate.

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