



POSITION DESCRIPTION

DEPARTMENT: PUBLIC HEALTH

POSITION TITLE: Public Health Administrator / Director / County Health Officer

GRADE: 6

EMPLOYMENT CATEGORY: Full Time

STATUS: Exempt

REPORTS TO: County Counselor / Administrator / Board of Health

POSITION SUMMARY:

Barton County Health Department believes that all interactions must follow the Trauma Informed Systems of Care approach. All people, staff and clients, are to be treated with dignity and respect, regardless of their socio-economic status, race, religion, or gender affiliation. Any position hired to the BČHD will operate under these guidelines.

As the local health officer, the Director leads the Health Department in carrying out its mission to promote and protect the health of Barton County residents. The duties of the local Health Officer are authorized by State law (K.S.A. 65-202) as well as local resolutions. The Director plans and establishes Health Department programs and services, reviews all agency activities, works cooperatively with Staff from various local and State agencies, ensures compliance with public health statutes and regulations, and performs complex professional and administrative work. This position works with established policies and procedures with supervisory oversight from the Board of County Commissioners and County Counselor / Administrator. The Director interacts with a variety of individuals in a number of settings which influences the public's perceptions of the quality of the services provided by the Barton County Health Department. The Director is responsible for planning, designing, prioritizing and scheduling their individual work and the work of others. The Director manages the operations of the Health Department

FUNDAMENTAL JOB DUTIES:

Provides administrative support to the Board of County Commissioners so that they can effectively fulfill their responsibilities as the Board of Public Health.

- Assists the Board with developing a strategic plan that includes a prioritization of public health program offerings, measurable program outcomes and Health Department capacity building strategies.
- Collects data and information about the health needs of all segments of the County.
- Proposes solutions for adaptations of current services or proposes new programs to meet identified and anticipated health needs.
- Informs the Board about financial status, service delivery, program developments and circumstances/factors that may influence the welfare of the Health Department.
- Ensures that the duties of Health Officer as authorized by Kansas State law and local resolutions are carried out.
- Plans programs and services of the Health Department and directs all Department activities.

- Oversees budget and financial management and maintains financial reporting systems that provide an accurate depiction of the financial status of the Health Department.
- Ensures accountability and compliance with grants and contracts.
- When possible, collaborates and coordinates with agencies and groups providing health related services.
- Regularly communicates information regarding public health and the mission of the Health Department to the public through publications, meetings and the media.
- Ensures compliance with statutes and regulations pertaining to public health.
- Represents public health needs to State agencies/organizations, State legislators and National organizations.
- Responsible for public health emergencies and works in incident command structure with other emergency response partners and the Board of County Commissioners.
- Provides for on-call response to public health emergencies at all times.
- Informs the Board regarding Health Department issues, needs and operations.
- Acts as Liaison for the Barton County Health Advisory Committee.

BUSINESS AND FINANCE

- Develops an annual balanced budget and presents it to the Board of County Commissioners.
- Develops fee schedules, billing and collection practices within Board policy.
- Maintains a clear and transparent audit trail.
- Seeks and secures funding from diversified sources including but not limited to Federal and State grants, local government appropriations and private sector partnerships.
- Ensures proper administration and coordination of grant funded programs and activities.
- Ensures grant reports are accurate and completed and submitted according to funder requirements.

MANAGERIAL, PROFESSIONAL AND LEADERSHIP SKILLS

- Provides administrative oversight of the Health Department.
- Establishes the Department's administrative policies and procedures.
- Develops and implements Board approved succession plans and cross training opportunities for all employees.
- Actively engages Staff in problem solving, planning and policy development in order to create an environment of mutual respect and trust.
- Pursues ongoing professional development for self and encourages and provides the same for Staff.
- Attends and participates in local, State and National conferences and meetings and gives presentations when appropriate.
- Under the guidelines established by the Barton County Employee Handbook and Administrative Manual is responsible for all aspects of employee supervision to include hiring, development, evaluation, disciplinary actions and termination.

PUBLIC RELATIONSHIPS

- Represents the Health Department in a professional and positive manner.
- Establishes relationships and strong lines of communication with the Administrators/Directors of other local and State level health-related agencies and groups and governmental entities as well as with individual community members who are interested in Health Department programs and services.
- Identifies and seeks out opportunities to collaborate and cooperate with representatives from the State and Federal government regarding public health initiatives.
- Solicits input from various groups and organizations regarding health concerns of the community and directs attention to identified problems as resources allow.

- Develops and implements a comprehensive public relations and marketing plan that includes the use of the media, website, promotional materials, etc. in order to inform the community about Health Department services and public health issues.

ACCESS TO PROTECTED HEALTH INFORMATION

The Director shall ensure enforcement of HIPAA laws, rules and standards and shall have access to the minimum necessary electronic and paper files containing client protected health information necessary for carrying out position responsibilities.

BEHAVIOR STANDARD

Maintains a positive work atmosphere by acting and communicating in a professional manner while working with customers, clients, co-workers and management.

EDUCATION:

1. A Bachelor's Degree in business, public administration or finance preferred. Preference will be given to a Bachelor's Degree in public health, biological sciences or related health field such as nursing from an accredited college or university.
2. Strong preference will be given to a Master's Degree in public health, public administration, or a related field from an accredited college or university. An equivalent combination of experience, education and training which provides the required knowledge, skills and abilities will be accepted. The ideal candidate will have a degree in nursing or a related medical field.

EXPERIENCE / SKILLS:

1. Five (5) years progressively more responsible experience in administration of public health programs and policy. Two (2) years' experience in government fiscal operations.
2. A thorough knowledge of the principles, practices and objectives of public health theory and public health administration and their application.
3. A thorough understanding and practice of ethical and legal issues associated with public health administration.
4. A thorough knowledge of community health problems and community resources that can be used to assist in solving those problems.
5. A demonstrated knowledge of information technology and data management.
6. A working knowledge of insurance, Medicare and Medicaid regulations and third party reimbursement.
7. A working knowledge of the principles and practices of financial and managerial accounting.
8. A working knowledge of computer software applications including word processing, spreadsheets, databases, medical records, etc.
9. Must have CPR Certification.

PHYSICAL REQUIREMENTS / ABILITIES:

ESSENTIAL MENTAL FUNCTIONS

Ability to read and comprehend written material of a highly technical nature. Ability to organize and effectively retrieve data. Ability to compose and proof-read business correspondence in order to provide written communications that are grammatically correct and properly punctuated. Excellent verbal, written, analytical and interpersonal skills in order to communicate with the public and Staff in a highly professional and competent manner. Ability to apply basic mathematical concepts. Ability to understand and retain detailed information pertaining to State and Federal laws. Ability to perform data entry and statistical analysis. Ability to prepare highly technical and complex worksheets and reports on spreadsheets. Able to analyze issues and think logically when presented with unexpected questions or circumstances.

ESSENTIAL PHYSICAL FUNCTIONS

Exerting up to 20 pounds of force occasionally, and / or up to 10 pounds of force frequently. Required walking or standing to a significant degree to requires sitting most of the time but entails pushing and/or pulling of arm or leg controls. Ability to communicate ideas by means of the spoken word.

WORKING CONDITIONS / ENVIRONMENT:

This person works in an office setting with a variety of office equipment. They will also be required to work in schools with superintendents, principals, teachers, and students, as well as in various communities with the lay public and serve on committee's in to include, but not limited to local and state-wide entities, especially with grant related issues. High noise level, frequent close visual and mental attention required. Possible exposure to bloodborne pathogens and communicable diseases. This position will work with all educational levels and with people of varying abilities.

This work is transient and may require work in unusual environments as well as in the office setting. Time spent with clients varies.

These specifications should not be interpreted as all-inclusive. It is intended to identify the major responsibilities and requirements of this job function. The incumbents may be requested to perform job-related responsibilities and tasks other than those stated in these specifications.

Job descriptions assist organizations in ensuring that the hiring process is fairly administered and that qualified employees are selected. All descriptions have been reviewed to ensure that only essential functions and basic duties have been included. Peripheral tasks, only incidentally related to each position, have been excluded. Requirements, skills, and abilities included have been determined to be the minimal standards required to successfully perform the position. In no instance, however, should the duties, responsibilities, and requirements delineated be interpreted as all inclusive. Additional functions and requirements may be assigned by supervisors as deemed appropriate. In accordance with the Americans with Disabilities Act, it is possible that requirements may be modified to reasonably accommodate disabled individuals. However, no accommodations will be made which may pose serious health or safety risks to the employee or others or which impose undue hardships on the organization.

I have reviewed this job description and I can perform the essential functions of this position, with or without, reasonable accommodations. I have also received or have been offered a copy of this job description.

Employee Signature _____ Date ____/____/____

Department Head Signature _____