

Public Health Administrator

Department	Health Services/ Public Health/Environmental Health
Reports to	Warren County Board of Health
Salary Range	\$85,000 – \$100,000 annually
Benefits	Health Insurance, Dental Insurance, Vision Insurance, IPERS
FLSA Status	Exempt
Supervises Others	Yes
Approved by	Warren County Board of Health

POSITION SUMMARY:

The Public Health Administrator is hired by the Board of Health. The Administrator is responsible for the day-to-day management, policy oversight, operational effectiveness, and financial performance of the Public Health Department. Final authority is the Warren County Board of Health.

QUALIFICATIONS:

EDUCATION: A degree in Public Health, a bachelor's degree or equivalent in Health, Business or Public Administration, Environmental health, or related field is required;

OR

A registered nurse currently licensed in Iowa with 2 or more years' experience in a health-related field. Experience in supervising and administration of a public health program or public health service preferred; or any equivalent combination of training and experiences, which provides the desirable knowledge, abilities, and skills. Must have good communication skills both orally and written. Must be assertive in meeting the needs of the Warren County public health department. and willing to seek methods of assistance for county residents. Must interact well with people of all ages, income levels, and nationalities. Must have competent judgment skills.

CERTIFICATES, LICENSES, REGISTRATIONS:

- Valid driver's license in good standing.
- Valid motor vehicle liability insurance.

SCOPE OF AUTHORITY:

Public Health Administrator

Responsible for leadership and management of the local public health department under the direction of the Warren County Board of Health.

HEALTH ADMINISTRATOR'S PRIMARY DUTIES AND RESPONSIBILITIES

- Plans, develops, and directs programs to provide for the core public health functions of Assessment, Policy Development, and Assurance.
- Oversee the Department and administers policies and procedures, including but not limited to the following areas: management, finance, personnel, and public relations.
- Assures financial support of the agency's programs through funding efforts, including but not limited to grants.
- Represents Warren County Health Services in an appropriate manner to other public and private entities, responsible for agency representation at media and public relations events.
- All other powers and duties of the Board of Health and the Public Health Administrator as set forth in Iowa Administrative Code Chapter 137 Local Boards of Health; other duties as assigned by BOH.

ASSESSMENT (CORE FUNCTION)

- Directs the collection, tabulation and analysis of health and vital statistics within the community to aid in the solution and monitoring of health problems.
- Reviews impact of new statutes on current procedures and adapts procedures to comply with requirements.

POLICY DEVELOPMENT (CORE FUNCTION)

- Identifies internal and external issues that may impact delivery of essential public health services.
- Assures compliance with federal, state, and local laws and regulations; generates appropriate reports and oversees accurate records; and monitors contractual agreements as required.
- Advocates for public health support and builds constituencies to identify resources and mobilize community partnerships.

ASSURANCE (CORE FUNCTION)

- Implements programs and services otherwise not available, including targeting outreach and cultural barriers.
- Assures the Department has a competent public health workforce and evaluates the effectiveness, accessibility, and quality of the public health services.

PROGRAM DEVELOPMENT

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- Develops public health programs designed to control disease and minimize morbidity and mortality and to promote the general health of the county's population.
- Assures participation in community-based projects and activities focusing on key public health issues.
- Monitors and evaluate programs for their effectiveness and quality.

FISCAL MANAGEMENT

- Involves administrative team in the budget formulation process to best identify resources required to support the community's health needs.
- Reviews reports to ensure a balanced budget is maintained and effectively presents budget reports to the Board, others, as needed.
- Remains familiar with Auditor's annual findings and observations and recommends appropriate adjustments.

RELATIONSHIP WITH BOARD AND STAFF

- Keeps board informed of organization activities, progress, and concerns.
- Provides sound recommendations and facilitates the decision-making process for the board.
- Maintains open communication and is receptive to board member's ideas and suggestions.
- Supervises and directs work of staff and defines duties and responsibilities.
- Encourages staff development and maintains open communication.
- Implements and develop standard assessment of employees' performance.
- Utilizes leadership, team building, negotiation, and conflict resolution skills.
- Delegates effectively and plans well in advance for a successful and cohesive operation.

COMMUNITY AND PUBLIC RELATIONS

- Develop working relationships with local, state and federal agencies, and community organizations to effect change.
- Ability to work with a variety of groups and organizations in the Community, including County Board of Supervisors, City Councils, Trustees, and others.
- Promotes and represents the organization in a positive and professional manner.

EMERGENCY RESPONSE PREPAREDNESS

- Develop and maintain Emergency Response Plan according to State Regulations.
- Prepare plan of action and budget yearly
- Submit reports as required.
- Assure training of staff and volunteers involving emergency response.
- Work with other Health Departments closely.

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SECURITY/ACCESS:

This position has access to password protected computer systems at the agency, confidential contractual and financial records; understands and complies with agency security/access policies and procedures.

EXPOSURE TO HAZARDS:

The noise and environmental temperature levels in the work environment are normal/moderate. Normal office exposures are present including electrical equipment, ink, computers, fax, disinfectants, etc. While performing the duties of this position, the employee may be exposed to outside weather conditions.

ESSENTIAL FUNCTIONS:

ESSENTIAL MENTAL ABILITIES (MATH, LANGUAGE):

- Ability to read, analyze and interpret technical public health reports, government regulations, federal/state/city reports, organizational balance sheets, legal documents, and technical journals/report.
- Ability to solicit appropriate input, define problems, collect information and justification data, prioritize and focus facts, and draw succinct conclusions.
- Ability to write proposals, routine agent/contact correspondence, general correspondence, and routine progress reports.
- Ability to obtain funding to support public health activities congruent with the Board of Health and agency strategic plan.
- Ability to chart and quantify service and programmatic goals, objectives and strategies.

ESSENTIAL TECHNICAL/MOTOR:

- Technical knowledge base of federal/state/local health legislation; resource information and data collection for statistical analysis and health planning processes; knowledge of qualification requirements for governmental application processes.
- Computer, software specific applications, Internet access and multi-digit calculator skills.
- Driving in inclement weather and ability to navigate out-of-town travel.

PHYSICAL/CRITICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit; use hands, fingers to handle or feel; reach with hands and arms; speak and hear. The employee is occasionally required to stand, climb stairs, walk short distances, stoop, kneel, crouch or

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crawl. The employee must regularly lift and/or move up to ten pounds and occasionally lift and/or move 40 pounds. Specific vision abilities required include those of close vision, distance vision, peripheral vision, depth perception and ability to adjust focus.

IDENTIFIED SKILL SETS:

Critical thinking and problem-solving skills.

Demographic and health data analysis skills.

Extensive knowledge of public health principles, practices and resources.

Regional leadership/contact knowledge base.

Needs assessment and survey development skills.

To Apply: Please submit a cover letter, resume, and references to:

Attention:

**Jennifer Caskey, Interim Acting Director
Warren County Health Services**

HR@warrencountyia.org