

PUBLIC HEALTH ADMINISTRATOR

BASIC FUNCTION

Performs highly responsible administrative work in directing all activities of the local health department; directs and coordinates administrative, fiscal and personnel operations; functions within a broad framework of existing laws and policies with wide latitude for individual discretion.

PAY STATUS

Salaried; Exempt

ORGANIZATIONAL RELATIONSHIPS

Responsible to the Board of Health for successful performance of assigned duties.

Works proactively with Health Department personnel to assure successful performance of assigned job duties and responsibilities.

SPECIFIC DUTIES AND RESPONSIBILITIES

Ability to promote a positive image for the Health Department.

Promotes the department and supports the mission of the organization.

Assures the people of Iroquois County are provided with public health information that will empower them in community health issues.

Plans, organizes, and directs the work of professional, technical and clerical personnel; establishes operational methods and procedures.

Performs research to maintain knowledge of emerging public health trends and identify methods of innovation. Ensures administration of public health services and compliance with the applicable local, state, and federal guidelines.

Assists in departmental policy development; recommends the establishment and revision of rules and regulations; prepares various statistical, financial, and special reports; holds periodic conferences with subordinates.

Advises and coaches group directors on program development, problem solving, and improving program delivery and effectiveness.

Acts as a last appeal prior to Board review of disciplinary procedures applied to non-represented employees.

The Administrator works with the Board of Health President, committee chairs, and individual Board members to assist and facilitate the Board's policy-making responsibilities. Directs the preparation and distribution of the agenda, minutes and supporting documents for all Board of Health meetings and committee meetings. Reviews and comments on documents

or reports which are submitted to the Board. Attends meetings of the Board of Health and committee meetings and may participate in the discussion of any matter before the Board of Health or committees. Provides the Board of Health with advice and recommendations on Health department operations.

Informs the Board of pertinent new legislation or policies affecting public health and of opportunities for the Board to provide new services, to influence legislation, or to develop new collaborative relationships. Seeks support for adoption of resolutions, ordinances and laws needed to meet Department objectives.

Attends County Board meetings and County Board Health and Human Services Committee meetings regularly or as needed to maintain communication and to obtain and provide information.

Identifies and analyzes community-wide health status indicators. Ensures appropriate processes and measures are in place to assess, prioritize and develop policies and procedures regarding public health issues. Evaluates service levels and targets to ensure appropriate access and quality of health services within the community.

Participates with community partners in assessment of community health needs and in development of plans, resources and programs to meet those needs.

Oversees selection, management, discipline and professional development of employees; provides leadership, guidance and support to managerial staff.

Directs organization wide improvement programs. Ensures quality and safe delivery of public health services.

Serves as Local Registrar for the Illinois Department of Vital Records.

Directs the staff services of the department; develops supporting data and presents budget estimates and requests; directs the departmental personnel program; supervises purchasing and storekeeping activities; performs important public relations and liaison duties.

Directs department efforts for emergency response to disease outbreaks and natural or manmade disasters. Coordinates department efforts in this regard with County EMA, and State Emergency Response Officials. Directs staff in the diagnosis and investigation of health problems and health hazards in the community.

Directs the procedural analysis, standards development, research, and planning program of the department.

Outlines overall work for subordinate supervisors; writes, assigns, and reviews correspondence; interprets statistics, regulations, and rules; adapts methods and procedures to changing legal and policy conditions.

Secures medical supervision as required.

Performs other duties as required or assigned.

METHODS OF ACCOUNTABILITY

Through accurate and professional Department records.

Through informative and professional assistance when dealing with staff, community leaders, volunteers, clients and the general public.

Through maintenance of a high level of user satisfaction with provided services including timely response and follow-through on requests.

Through working within the established budget for the Department.

Through compliance with Health Department, County and State policies, procedures, laws, codes, ordinances and expectations.

STANDARDS OF PERFORMANCE

Individual Proficiencies:

Strong verbal communication skills to effectively communicate instructions and respond to questions from employees, clients, consumers, and public.

Strong interpersonal skills to listen and respond to employee concerns, inquiries, and complaints from clients, regulatory agencies, and/or members of the community.

Detailed knowledge of principles and modern practices of public administration including specific management principles in the field of public health, fiscal control, office management, personnel, purchasing, and general budgetary and fiscal practices.

Ability to exercise a high degree of initiative and administrative capacity in planning, directing, and coordinating the activities of multi-disciplinary subordinated and support staff.

Ability to develop, install, evaluate, and revise administrative procedures and operations.

Ability to utilize and interpret state laws, county and municipal ordinances, rules, regulations, policies, and procedures as related to the administration of a local health department.

Ability to write clear and concise reports, procedural manuals and correspondence.

Demonstrated ability to use independent judgment and work under pressure. Must be capable of taking initiative in resolving problems and completing projects.

Dedication and flexibility.

JOB PERFORMANCE

Ability to organize and prioritize work.

Overall accuracy and condition of files, records, and reports.

Maintains confidentiality of all sensitive classified information.

MENTAL AND PHYSICAL REQUIREMENTS

The mental and physical demands described here are representative of those that must be met by an employee to successfully perform the primary functions of this job:

Specific vision abilities include close vision, distance vision, and color vision.

Requires occasional standing, walking, stooping, bending, sitting, talking and hearing.

May also reach, kneel, carry, and grip objects intermittently during the course of work.

Works irregular and extended hours.

WORKING ENVIRONMENT AND CONDITIONS

Duties performed indoors in a well ventilated, well lighted and temperature-controlled office environment. Noise level is at a minimum. Occasional outdoor work environment including non-controlled temperature and other factors under the circumstance of emergency operations due to natural or man-made events or disasters. Noise level may be moderate.

While performing the duties of this job, the employee is minimally exposed to the risk of electrical shock.

EDUCATION, TRAINING, AND EXPERIENCE

Requires a Master's degree in public health from a college or university accredited by the North Central Association or other regional, nationally recognized accrediting agency and two years of full-time administrative experience in public health; or

A graduate degree in a related field from a college or university accredited by the North Central Association or other regional, nationally recognized accrediting agency, which may include but shall not be limited to a Master's degree in public administration, nursing, environmental health, community health, or health education and two years of full-time administrative experience in public health; or

A Bachelor's degree from a college or university accredited by the North Central Association or other regional nationally recognized accrediting agency and four years of full-time administrative experience, of which two years must be in public health.

Requires a valid driver's license and proof of automobile insurance.

EQUIPMENT AND TOOLS

General Office Equipment

Computer

Typewriter

Calculator

Copier

Telephone

Shredder

Fax