



HARRISON COUNTY
Home & Public Health
Department

Healthy People in Healthy Communities

Administrator Job Description

Vision:

Healthy People in Healthy Communities

Mission:

Promote physical and mental health and prevent disease, injury, and disability for the residents of Harrison County.

Harrison County Home and Public Health's vision, mission and values provide the underpinning for determining the appropriateness and relevance of how our organization overall, and our individual programs and services, are structured and operate to serve the people of Harrison County.

Administrator

Description:

The Harrison County Home & Public Health Department (HCHPH) Administrator is responsible for the Department's strategic direction and for planning, organizing and managing the department's resources and day-to-day operations to assure the successful achievement of the department's vision, mission, goals and objectives in accordance with departmental policies and procedures. The Administrator also is accountable for the Department's revenue and fiscal responsibility. The Administrator operates under the core functions and essential services of public health and is responsible for the assessment of community needs, reporting of performance management and ensuring Departmental compliance with all federal, state, and local laws and regulations. In addition the Administrator shall keep the Department and Board of Health abreast of local, state and national trends and facilitate the Board of Health in fulfilling its statutory responsibilities

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive.

Responsibilities/Essential Functions/Current Responsibilities:

Leadership and Management

- Facilitates the Department's strategic development and provides public health expertise and leadership through planning, organizing and managing the department's resources and day-to-day operations.
- Reviews, and solicits staff input on, workforce, fiscal, information technology, marketing, transportation and space and storage capacities to track and determine functionality and needed improvements and seeks out, collaboratively plans and implements solutions.
- Assures that the delivery of public health services are evidence-based and/or best practices, and build the scientific basis of public health.
- Assures a safe working environment in the Department through management oversight of relevant standards set by Occupational Safety and Health Administration, state laws and County policy.
- Oversees public health surveillance/disease investigation methods in community outreach, screening, and case finding of communicable and infectious diseases that threaten the health of the community.
- Ensures compliance with relevant state public health practice guidelines, community standards of care, and Federal and State laws and regulations.
- Annually reviews, revises and develops HCHPH policies and procedures drawing on other agencies' examples, literature review and input from staff, presents revised and new policies to the Board of Health to obtain approval.
- Oversees and collaborates in the development of and contributes to individual, team, and Departmental quality improvement, performance management and evaluation activities.

- Participates, and assumes leadership roles, in county, multi-county/regional, state-wide and national public health coalitions and associations to support the broader public health community, track public health issues and incorporate emerging trends, methodologies and practices.
- Provides leadership and expertise in working with staff to scan funding sources and identify grant and contract opportunities consistent with the HCHPH mission, goals, objectives and specific programmatic and administrative needs and determine the viability of a competitive response.
- Participates in coordination and implementation of any on-going community awareness or educational program including but not limited to; Home Health Services, Learning for Life Family Support, Tobacco Use Prevention & Control, Family Planning, Maternal Health, Child Health, Immunizations & Flu and Health Improvement Plan.
- Actively pursues new and innovative marketing opportunities.
- Serves as the "public health coordinator/ supervisor" pursuant to 641-80.9 (4) Iowa Administrative Code.

Governance Support/Responsibilities

- Reviews prior Board of Health (BOH) agendas, incorporates general seasonal/cyclical agenda items (e.g., policy and procedure review, budget approval, elections) into upcoming BOH meeting agenda along with items solicited from Clinical Manager, Business/Office Manager, staff and contractual or coalition partners to submit to BOH Secretary to incorporate with other department's information.
- Prepares briefing email for BOH Chair, or Vice Chair, providing additional background or detail as needed, noting sensitive issues to assist Chair/Vice Chair in preparing for and conducting meeting.
- Develops, prepares handouts/slides and agenda presentation notes, delegates agenda items to Business/Office Manager, Clinical Manager and other staff for preparation and/or presentation, presents, participates in questions and answers to fully inform BOH of HCHPH operations, policy and issues.
- Interprets policies and procedures for the Board of Health, including implications of policies proposed and assures implementation of all policies and procedures.
- Upon suggestions from the BOH and staff, reviews and tailors BOH member recruitment templates to make initial contact and conduct interviews regarding interest and qualifications, notify Board of Supervisors of vacancy, prepare biosketch and present request to Board of Supervisors for BOH appointment, notify of candidates not selected and conduct pre-first BOH meeting orientation to recruit of community members identified by BOH to vacant position(s).
- Conducts special projects identified by BOH including develop or refine administrator performance appraisal, arrange board strategic planning or board development/education or conduct targeted community awareness/education to support BOH capability, operations and responsibilities.

Fiscal Responsibilities

- Develops, working with Office/Business Manager, an annual budget incorporating prior year expenditure and revenue experience, prospective changes in grant, contract and independent revenues and expenditures and County specified benefits amounts (FICA & IPERS) and presents to Board of Health for review, discussion and approval for submission to Board of Supervisors.
- Prepares, working with Office/Business Manager, a mid-year re-estimated budget drawing on year-to-date expenditure and revenue experience, changes in grant, contract and independent revenues and expenditures, and program and staffing changes and presents to Board of Health for review, discussion and approval for submission to Board of Supervisors.

- Provides leadership and expertise in interpreting and responding to grant and contract request for proposal (RFP) guidelines, advising staff on or developing proposal workplan and narrative, estimating needed personnel and other resources and preparing project budget and budget narrative.
- Reviews and seeks program/administrative staff input/justification as necessary, and authorizes non-standard purchases of supplies and equipment.
- Reviews staff and vendor warrants/claims and associated invoices for consistency, completeness and alignment with policies and program needs and provides signature authorizing payment.
- Reviews staff County Time Study bi-weekly timesheets for consistency with policies and off hour community or client demands.
- Monitors and reviews, working with Office/Business Manager, monthly budget expenditures and revenues in relation to annual budget and mid-year re-estimate and changes occurring in contract, grant or personnel status or in other time and resource demands to adjust budget and/or activity as needed.
- Incorporates and presents, working with Office/Business Manager, periodic budget updates for Board of Health review, discussion and advice.
- Approves hiring and termination of employees in HCHPH Department.
- Communicates with fiscal intermediary and other third-party payers as necessary.

Community Responsibilities

- Acts as official agency spokesperson and representative of HCHPH to local, state and federal officials and agencies, for-profit and nonprofit entities and the media.
- Provides leadership in designing/refining and conducting the HCHPH community health needs assessment's community awareness effort, primary and secondary data collection and analysis and prioritization processes contributing expertise in community engagement and demographic, economic and health assessment strategies and methodologies.
- Provides leadership in determining individual, group, organizational sector and coalition community engagement strategies for community-wide involvement in selecting and action planning to set the HCHPH health improvement plan priorities.
- Participates and provides leadership in the development, support and continuity of community coalitions, workgroups and committees related to implementing and evaluating HCHPH community health needs assessment/health improvement plan priorities.
- Serves on community boards and committees to demonstrate support to the broader community and promote understanding of HCHPH Mission, goals and breadth of service to all Harrison County residents regardless of income.
- Reviews, seeks staff and/or BOH input, oversees and/or participates in response to individual and organizational public complaints and inquiries on programmatic or administrative public health matters.
- Cooperates with health and health-related agencies to increase and improve services to the community.
- Ensures an active, accurate public information system within each community in which HCHPH operates.

Direct Staff Responsibilities

- Promotes educational awareness to HCHPH staff.
- Ensures the development and implementation of continuing education opportunities to meet staff needs.
- Ensures evaluation of all Department programs and staff.

- Initiates and assists staff in grant writing and management.

Emergency Preparedness

- Participate in public health emergency response training and exercises in support of disaster preparedness. This may require working a non-traditional work schedule or working outside normally assigned duties during a public health incident or emergency.
- Respond to public health emergencies and/or take weekend calls for public health emergencies. This may require working a non-traditional work schedule or working outside normally assigned duties during a public health incident or emergency.
- Performs public health emergency response duties as assigned and consistent with training provided, in response to threats to the public's health consistent with job classification.
- Coordinates and maintains Emergency Preparedness & Disease Investigation program for Harrison County.

Estimated Job Responsibility Percentages

- Leadership/Management Functions – 35%
- Fiscal Responsibilities – 15%
- Community Responsibilities – 30%
- Direct Staff Responsibilities - 15%
- Emergency Preparedness – 5%

Percentages may vary with seasonal demands such as Flu season, summer community marketing events, beginning of school year, or in the event of an emergency preparedness response.

Professionalism

- Follows departmental policies and procedures; including client confidentiality and safeguarding records, adhering to Health Insurance Portability and Accountability Act (HIPAA) regulations; state laws/rules and regulations and maintains orderly medical records established by programmatic guidelines and state/federal law.
- Displays a high level of initiative and works with more than one assignment in progress at the same time.
- Responds appropriately to supervision and aligns behavior with the needs, priorities and goals of the organization.
- Works and communicates with all clients and customers providing quality, professional service.
- Fosters and facilitates cooperation, pride, trust, group identity and team spirit throughout the organization.
- Exchanges information with individuals effectively, by listening and responding appropriately.
- Attends meetings and trainings as required by job, program, or as requested by the department administrator.

- Acquire working knowledge of department manuals relating to specified duties.
- Collaborates in the development of and contributes to individual, team, and Departmental quality improvement, performance management and evaluation activities.
- Adheres to Occupational Safety and Health Administration standards, such as those concerning exposure to blood borne pathogens, toxic substances, airborne pathogens or exposure to other hazards during routine assignments or assignments during public health emergencies.
- Collaborates with administrator to establish annual priorities and goals, assure departmental resources are used appropriately to achieve the priorities and goals.

Communication and Cultural Competency

- Utilizes appropriate methods for interacting effectively and professionally with persons of all ages and from diverse cultural, socioeconomic, educational, racial, and ethnic, sexual orientations, lifestyles and physical abilities.
- Delivers targeted, culturally-appropriate information to help individuals and groups understand health promotion and disease prevention information, policies, regulations and local code.

Qualifications

- Master's Degree from an accredited college or university in Public Health or, Health Administration, or other related healthcare field, and a minimum of 2 years of experience reflecting leadership and management duties in public health.
- Bachelor's Degree from an accredited college or university in Public Health or Health Administration, or other related healthcare field, and a minimum of 5 years of experience reflecting leadership and management duties in public health.
- Upon hire must successfully complete the required basic emergency preparedness courses.

Direct Supervision:

This position reports directly to the Board of Health.

Physical Requirements:

- Ability to participate in physical activity, bend, twist, stretch and reach with body, arms and legs.
- Ability to work for extended periods of time while standing and being involved in physical activity.
- Ability to lift up to 50 lbs (rarely up to 100 lbs).

Travel Requirements:

Occasional travel associated with service, community or departmental marketing/public relations events or meetings.

I have read the above job description and fully understand the conditions outlined above. As an employee of Harrison County Home & Public Health Department, I will perform these duties to the best of my knowledge and abilities.

Employee Signature

Date

Administrator/Supervisor Signature

Date

Revised 3/2018