

McDonough County Health Department

Job Description

Division: Administration
Job Title: Public Health Administrator
Reports To: McDonough County Health Board
Prepared By: Consultant

SUMMARY

The Public Health Administrator is the Chief Executive Officer who reports and responds to the McDonough Board of Health. The Public Health Administrator performs highly responsible administrative work in directing all activities of both health departments; directs and coordinates administrative, fiscal, personnel and programmatic operations; functions within a broad framework of existing laws and approved plans with wide latitude for individual discretion.

MINIMUM REQUIREMENTS

Education and Experience- Requires one of the following (minimum requirements by Illinois Department of Public Health)

- A master's degree from an accredited university in public health, public administration, nursing, environmental health, community health, health education, or other related field and two years of full-time administrative experience in public health; or
- A bachelor's degree from an accredited university and four years of full-time experience, of which at least two years must be in public health.

Supervisory Responsibilities: skills and experience that includes knowledge of psychological and sociological concepts governing individual and group behavior. Strong knowledge and ability to apply principles and practices of effective supervision of professional staff.

Computer Skills: Requires competency in basic computer skills. Experience using spreadsheets, databases and word processing software is also required. Experience maneuvering internet and social media platforms is preferred. The ability to learn various state computer platforms is required.

Technical Skill Requirements:

- Requires strong public health background with detailed knowledge of principles and modern practices of public health and public administration.
- Must be able to handle conflict and confrontation in a firm, professional manner suggestive of solutions.
- Requires detailed knowledge of management principles in fiscal control, office management, personnel, purchasing, and budgetary and fiscal practices, including developing budget and funding proposals.
- Requires demonstrated ability to incorporate ethical standards of practice into all interactions, including the use of data and information.
- Requires a high degree of initiative in planning and coordinating activities of multi-disciplinary staff.
- Requires ability to utilize and interpret state laws, county and municipal ordinances, regulations, policies, and procedures as related to a local health department.
- Requires an aptitude for identifying and analyzing barriers that affect program continuity, monitoring trends, developing, and implementing strategies for continuous improvement.
- Requires excellent communication skills, leadership, and motivational capabilities.
- Requires ability to assess community and population health and formulate plans to meet needs.
- Requires ability to interact effectively and professionally with all persons regardless of age, cultural, socioeconomic, educational, racial, or ethnic background, sexual orientation, lifestyle, and physical ability.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- Oversees agency planning, the development and implementation of a long-term strategic plan and a community health improvement plan. Ensures the agency completes all IDPH requirements for certification.
- Schedules Board of Health meetings and reports department activities and financial transactions.
- Communicates department activities with the County Board, community partners and the public including the development and distribution of an annual report.
- Establishes and maintains effective working relationships with department personnel, county officials, and community partners. Collaborates with other community agencies to benefit residents of both counties.
- Oversees fiscal management including setting and implementing policy for billing, credit, and collections. Sets fee schedules. Ensures the tracking and reporting of fiscal records according to state regulations and state contracts.

- Prepares annual budget for Board of Health approval and presents it to the County Board for adoption.
- Procures equipment, supplies, appliances, facilities, repairs and utilities and services to maintain a functioning department and presents bills for payment to the Board of Health.
- Prepares requests and recommendations for capital purchases and major repairs for Board of Health approval.
- Recruits competent professional and technical personnel, who meet qualification requirements as prescribed for their respective positions or require trainings for employees to provide assigned services and activities. Develops and implements job descriptions and personnel policies and protocols for smooth operations of the department. Secures medical supervision/medical director.
- Directs activities of employees in providing environmental, emergency preparedness, health education, fiscal, nursing and support services through staff meetings, employee conferences, and workforce development.
- Develops and implements programs within the department's jurisdiction and authority pertaining to the preservation of health which enforce and observe relevant State laws, and county and municipal codes.
- Directs grant writing and enters into and administers contracts with the State, municipalities, other political subdivisions and non-official agencies for the purchase, sale, grant reimbursement or exchange of health services.
- Serves as the McDonough County Health and Medical Officer, Deputy FOIA officer, Deputy HIPAA officer and as the 24/7 Emergency Contact for the health department.

EFFECT OF ERRORS

VERY HIGH- Errors would be difficult to detect and normally involve decisions not subject to detailed review. Losses could have considerable direct financial impact on financial liability to the Department. May adversely affect relationships with small groups in the community. May involve critical information which the Department or groups within the community rely on to base important financial or other decisions or an error in judgment that directly results in an individuals' hospitalization.

LANGUAGE SKILLS

HIGH- Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and/ or informational material that conform to appropriate style and format. Ability to effectively present information and respond to questions from the public, clients, staff, or business groups.

CONTACT WITH OTHERS

VERY HIGH- Requires contacts at all levels in an organization or with the public to accomplish policies and mission of the Department. Regularly deals with persons in authority which requires considerable interpersonal communication skills, discretion, and persuasion to obtain desired outcome, action, or consent.

JUDGEMENT, COMPLEXITY DUTIES

EXTREMELY HIGH- Judgment involves applying knowledge of specific discipline(s) or field(s) and understanding the Department's mission to define and meet goals and objectives, through developing and implementing policies and procedures.

CONFIDENTIAL DATA

HIGH-Regular access to confidential records, which if revealed could result in loss of credibility to the Health Department within the community.

PHYSICAL 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 of this job. While performing the duties of the job, the employee is frequently required to stand, walk, sit, use hands to finger, handle or feel; reach with hands and arms and talk or hear. The employee is occasionally required to kneel or crouch. The employee must regularly lift and or move up to 10 pounds, and occasionally lift and vision, color vision, and ability to adjust focus.

TRAVEL REQUIREMENTS

Requires some travel within the county, and occasionally out of county travel for meetings. Occasional overnight travel is required.

SUPERSEDES ALL PREVIOUS**APPROVED BY: MCHD BOH PRESIDENT**

_____ Date _____

I have read and understand the job described and agree to fulfill the position's responsibilities to meet the defined standards.

MCDONOUGH COUNTY HEALTH DEPARMENT PUBLIC HEALTH ADMINISTRATOR

_____ Date _____
