

Job Title: Administrator
Department: Administration
Reports to: Board of Trustees
Effective Date: March 2021

Job Summary: Under the direction of the Johnson County Board of Health, the Public Health Officer serves as administrator for all activities of Johnson County Community Health Services providing overall direction and supervision. Responsibilities include the planning, implementation and evaluation of a public health program designed to prevent disease, disability and to promote health. The Administrator assumes oversight and authority for operations and administration in accordance with the philosophy of the agency and policies established by the Board of Trustees.

Supervisory Responsibilities:

- Supervise operations of agency through departmental leaders.
- Supervise staff directly and through subordinate leaders to ensure a high level of professional service and maintenance of quality and health standards.
- Direct and monitor departmental personnel management activities. Identify and ensure correction of problem areas.

Duties/Responsibilities:

- Work with departmental staff and various community agencies to identify unmet health needs and develop comprehensive programs and policies.
- Direct and participate in research of problems which may include collecting information from multiple sources, working with medical providers, examining financial issues and seeking solutions best suited for county residents.
- Direct and participate in recruiting, interviewing and hiring of management personnel.
- Direct the evaluation and maintenance of proper documentation for services rendered as required by Missouri Department of Health and Senior Services and other funding agencies. Reviewing activity reports and records prepared and assess quality of services provide.
- Evaluate programs, identify problem areas, and equitably support all program areas within Johnson County Community Health Services.
- Represent the Agency on various state and local committees and keep the Agency informed on new concepts, procedures and information. Attend Board meetings and advise Board on related matters.
- Negotiate and oversee contracts, memorandum of understanding/agreements, made between agency and other agencies or contractors.
- Maintain liaison, work with and participate with community service organizations, local, state and federal agencies, professional organizations and media in an effort to coordinate and promote public health services provided through all organizations in the community.
- Assume responsibility for the direction of agency during public health emergency consulting with the Medical Director, Board of Health, and team as necessary, to evaluate situation and develop appropriate public information, orders, and procedures.
- Assist the Board of Health in efforts to function effectively. Develop goals and direction with Board, assure member orientation, provide board member training as needed. Attend Board meetings, report agency operations, needs and recommendations to Board of Health. Serve as staff for the Board of Health preparing and distributing agendas to meetings, assisting the members with questions and providing other duties as requested. Provide recommendations to the Board of Health for strategies and tactics which will promote health and reduce risk factors for preventable diseases.
- Oversee facilities, maintenance, and equipment as authorized by the Board.
- Responsible, under the direction of the Board, for all business affairs, such as records of grants, proposals and financial transactions.
- Assume HIPAA Privacy Officer role for the Agency.
- Perform other duties as may be required.

Required Skills/Abilities:

- Communicate clearly verbally and in written format across a wide range of audiences, including employees, the general public, and Board members.
- Establish and maintain cooperative relationships with Board members, employees, peers, and the general public.
- Compile, present, and interpret reports and related data concerning the agency and operation of programs.
- Competently manage the budget of the Agency.
- Possess basic computer skills and the operation of standard office equipment and process correspondence (i.e. telephone, fax, copier, etc.)

Education and Experience:

- Graduation from a four-year college/university with specialization in public or business administration, hospital or medical care administration, medical care (physician or nurse), education, the biological sciences or closely related areas.
- Prior training and experience in health service administration with at least three years of supervisory or administrative experience.

Physical Requirements:

Ability to enter and retrieve information from computer.

Sitting for extended periods at a desk, and working on a computer.

Hearing, vision, and speaking within normal ranges.

Good manual dexterity for use of common office equipment such as computers, calculator, copiers, and fax machines.

Able to lift or carry up to 40 pounds.

Acknowledgement:

I acknowledge that I have read and understand the responsibilities assigned to this position.

Employee Name

Employee Signature

Date

I acknowledge that this job description is an accurate description of the responsibilities assigned to this position.

Supervisor Name

Supervisor Signature

Date

The above job description is intended to describe the general nature and level of work being performed by this job. It is not intended to be an exhaustive list of all responsibilities and activities of this position.