



## Ashtabula County Health Department Job Description

### GENERAL INFORMATION:

<b>Position Title</b>	Administrator
<b>Working Job Title (If Different)</b>	
<b>Division</b>	Administration
<b>Date Job Description Created</b>	3/24/2017
<b>Revision Dates of Job Description</b>	12/08/2022
<b>Employment Status</b>	Full Time
<b>Union Classification</b>	N/A

### REPORTING STRUCTURE:

<b>Title of Immediate Supervisor:</b>	Health Commissioner/Health Board
<b>Titles of any others this position reports to:</b>	
<b>Titles of those who directly report to this position:</b>	Assistant to the Administrator

### POSITION DESCRIPTION:

Under administrative direction of the Health Board and Commissioner, directs the organizations financial policies, planning, reporting and controls. Oversees all financial functions including accounting, payroll, budget, risk and taxes. Responsible for assessing the financial performance of the company as well as perform budget planning and forecasting. Assures the appropriate preparation of fiscal, travel, and contract information to be disseminated to the Board of Health.

Responsible for agency's grant administration, contracts, procurement, and operations/site management.

**Communication:** Assures that the channels of communication are effective and efficient between the Boards, division heads, staff, and contracted entities, to ensure continuity of operations on a daily basis. Performs the minutes for Board of Health meetings.

#### **Competencies:**

- Drives the financial planning of the organization by analyzing its performance and risks
- Oversees staff responsible for clerical and customer-facing operations
- Retain constant awareness of the organization's financial position and act to prevent problems
- Oversees all audit and internal control operations
- Prepares timely and detailed reports on financial performance on a quarterly and annual basis
- Ensures adherence to financial laws and guidelines
- Finding innovative ways to optimize services while also reducing the agency's costs

### ESSENTIAL FUNCTIONS:

- Supports the mission and vision of Agency, and the sphere of public health
- Oversees the agency's electronic financial and reporting systems (timekeeping, GMIS, etc.)
- Set targets for and oversees clerical staff
- Acts as grant administrator and seeks new funding sources
- Works closely with division heads to minimize use of general fund

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- Aligns administrative and finance efforts with Accreditation or Reaccreditation requirements
- Provides monthly fiscal reports to Board
- Receives Board members/staff ideas and suggestions
- Ensures IT and communication infrastructure is in place to support daily operations
- Oversees administrative duties such as keeping inventory of equipment and supplies
- Oversees staff performing managing the revenue cycle; patient billing, claims, and reimbursement.
- Oversees records retention process

### **OTHER DUTIES & RESPONSIBILITIES:**

- Performs other duties as assigned by Health Commissioner
- Participates in emergency preparedness exercises, activities, and trainings (including completion of ICS 100, 200, 700, and 800 within 6 months of hire)
- Reports for duty following the activation of a public health emergency response plan
- Prepares department budget for Board approval; monitors expenditures to ensure fiscal responsibility; prepares and complies financial reports; prepares grant requests.
- Recommends to the Board of Health changes required to comply with statute
- Leads and supports agency's Remote Work agreement
- Member of the leadership team that evaluates performance and administers discipline; receives and adjusts grievances; conducts staff meetings and orientation programs for staff; ensures proper compliance with DFWP policy, ethics, diversity & inclusion and other regulations
- Reports disciplinary findings to Health Board concerning the firing of employees
- Oversees new hire onboarding; and ensures all employment and legal requirements are met
- Meets all requirements for reporting and monitoring workplace injuries, accidents and other incidents; and refers employees to appropriate contacts

### **PREFERRED QUALIFICATIONS:**

- BSc/BA in accounting, finance or relevant field; MPA is a plus.
- An example of an acceptable qualification for this position is: completion of master's degree in public administration and training and/or experiences which evidences proven experience as director of finance or similar role
- Any combination of training and work experience which indicates possession of the skills, knowledge and abilities listed in the Job Responsibilities listed above
- Possess a valid State of Ohio motor vehicle operator's license
- In-depth knowledge of finance and accounting principles, laws and best practices
- Solid knowledge of financial analysis and forecasting
- Proficient in the use of MS 365, government programs, and financial software
- An analytical mind with a strategic ability
- Excellent organizational and leadership skills
- Outstanding communication and interpersonal abilities

### **COMPETENCIES/KNOWLEDGE-SKILLS-ABILITIES (KSA's):**

#### **A. Public Health Tier:**

2- Program Management/Supervisory Level

## **B. Organizational Competencies:**

1. Facilitates communication among individuals, groups, and organizations
2. Communicates in writing and orally with linguistic and cultural proficiency (e.g., using age-appropriate materials, incorporating images, person-first language)
3. Uses information technology in accessing, collecting, analyzing, using, maintaining, and disseminating data and information to improve policies, programs, and services
4. Applies strategies for continuous quality improvement
5. Describes how teams help achieve program and organizational goals (e.g., the value of different disciplines, sectors, skills, experiences, and perspectives; scope of work and timeline)
6. Conveys data and information to professionals and the public using a variety of approaches (e.g., reports, presentations, email, letters)
7. Incorporates ethical standards of public health practice into all interactions with individuals, organizations, and communities
8. Adheres to the organization's policies and procedures, including emergency preparedness and response
9. Contributes to development of organizational strategic plan (e.g., includes measurable objectives and targets; incorporates community health improvement plan, workforce development plan, quality improvement plan, and other plans)
10. Uses performance management systems for program and organizational improvement (e.g., achieving performance objectives and targets, increasing efficiency, refining processes, meeting Healthy People objectives, sustaining accreditation)
11. Participates in professional development opportunities

## **C. Additional Knowledge, Skills, & Abilities:**

Maintain proficiency in grant specific competencies when working with on a grant (i.e., Public Health Initiative Grant, Public Health Emergency Preparedness Grant, Get Vaccinated Ohio Grant, etc.)

## **PHYSICAL WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. While performing the duties of this job, the employee typically works in a normal office environment. The noise level in the work environment is usually quiet to moderate. The employee is expected to freely operate the following tools and equipment: personal computer, (including word processing, spreadsheet, and presentation software); calculator, telephone, fax machine, photocopier, and motor vehicle.

- **Physical Activity:** Standing, walking, pushing, pulling, lifting.
- **Physical Requirements:** Sedentary work, light work
- **Visual Activity:** Specific vision abilities required by this job include close vision and the ability to adjust focus.
- **Other Job Activities:** Lifting up to 25 pounds occasionally, and/or up to 15 pounds of force frequently, and/or very minimum amount of force constantly to move objects. Employee works both inside and outside. Employees move around and stand on foot for long periods of time in order to accomplish job requirements. Employee must be able to see close to their eyes for medical purposes and practical purposes, such as reading on a computer monitor.