

ADMINISTRATOR

Cloud County

Health Department

POSITION SUMMARY

Under the administrative supervision of the Board of Health, the Administrator is an exempt position under FLSA. This position assumes the overall direction, supervision and management of the agency subject to the approval of the Board of Health. This employee works directly with the Health Officer in establishing medical and clinical programs and procedures in which medical protocols are involved. This employee is responsible for planning, organizing, developing and interpreting policies and procedures and maintaining acceptable standards. This employee should possess excellent organizational, communication, and public relation skills.

ESSENTIAL FUNCTIONS

- Responsible for establishing and administering the programs and services of the agency;
- Responsible for keeping accurate record of all transactions of the agency; including clients served, dollars spent, activities completed, and other pertinent statistics;
- Prepares the agency annual budget;
- Responsible for procuring grants and private funds;
- Responsible for monthly, quarterly and annual financial records and completes required reporting forms for grant programs;
- Responsible for developing on-going strategic planning procedures to collect data and information about health needs of all segments of the county and to propose solutions with adaptation of services or new programs to meet the defined needs;
- Assists the Health Officer in establishing medical and clinical programs and procedures for the agency, including the evaluation of statistics of the incidence of disease and occurrence of unusual diseases;
- Responsible for the direction of the nursing program;
- Assists in providing direct public health nursing services through teaching, researching, counseling, dispensing of prescription drugs, home and clinic services;
- Responsible for recruiting, hiring, orientation, training, supervising, evaluating, and terminating;
- Directs and supervises the procurement and maintenance of materials, supplies, and equipment;
- Oversees and evaluates all contracts for services;
- Provides input and support for the activities of the health Department Advisory Committee;
- Responsible for keeping informed of current changes and trends affecting nursing care and nursing functions;
- Performs liaison duties with members of the federal, state and local governments, representatives of private business, and the general public;
- Attends community health related activities and serves of various community advisory boards and committees which address public health issues;
- Initiates and participates in community programs to provide health promotion and education information and services;
- Responsible for keeping informed and implementing correct public health practices standards.

MARGINAL FUNCTIONS

- Performs other duties as deemed necessary or assigned

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POSITION REQUIREMENTS

Experience: Three years of similar or related experience is required. Employee is expected to have acquired the necessary information and skills to perform the job reasonably well within one year of employment.

Education: Must be a graduate of an accredited Nursing School with an Associate's degree in Nursing or Management Administration is required. This employee should be a certified Registered Nurse in the State of Kansas or have a temporary permit to practice issued by the Kansas State Board of Nursing, certification in CPR, and a valid Kansas Driver's License. A Master's Degree in Nursing Public or Health/Public Administration or completion of an accredited nurse practitioner program may be substituted for one year of public health nurse experience.

Technical Skills: A thorough knowledge of nursing assessment skills, and program management is required. This employee must be able to operate blood pressure cuff, otoscope, audiometer, and other medical equipment with a high level of accuracy. The ability to read and interpret patient charts, reports, policies, and written instructions. Excellent supervisory, managerial, organization, public relations, and oral and written communication skills are required. This employee must be able to maintain confidentiality.

Problem Solving: Independent problem solving is a major factor in this position. This employee encounters problems with clients, personal issues, fluctuating workloads, and budget constraints.

Decision Making: Independent decision making is a major factor in this position. This employee makes decisions about resolving personnel issues, client concerns, assigning daily work assignments, and performing daily duties in the most efficient manner.

Supervision: This employee works under the directions of the Board of Health. This employee exercises frequent supervision over subordinate personnel.

Financial Accountability: This employee is responsible for county equipment and resources. This employee participates in the annual budget process.

Personal Relations: Daily contact with the general public, subordinate personnel, co-workers, and supervisory personnel is expected.

Working Conditions: Some adverse working conditions exist within this position. Exposure to human blood and bodily fluids, all types of weather conditions, and communicable disease is expected.

Physical Requirements: Manual labor including lifting and carrying light to moderately heavy objects, extensive walking, and the ability to operate department equipment is required daily in this position.

The specific statements shown in each section of this description are not intended to be all inclusive. They represent typical elements and criteria considered necessary to successfully perform the job.