

**POSITION DESCRIPTION
COUNTY OF HENRY, INDIANA**

POSITION: Administrator
DEPARTMENT: Health Department
WORK SCHEDULE: 8:00 a.m. – 12:00 p.m., 1:00 p.m.-4:00 p.m. M-F
JOB CATEGORY: PAT (Professional, Administrative, Technological)

DATE WRITTEN: October 1996

STATUS: Full-time

DATE REVISED: August 2017, August 2023

FLSA STATUS: Exempt

To perform this position successfully, an individual must be able to perform each essential function of the position satisfactorily. The requirements listed in this document are representative of the knowledge, skill, and/or ability required. Henry County provides reasonable accommodations to qualified employees and applicants with known disabilities who require accommodation to complete the application process or perform essential functions of the job unless the accommodation would present an undue hardship.

Incumbent serves as Administrator of the Henry County Health Department, responsible for directing and administering Department operations and evaluating programs to ensure the achievement of objectives set by the Indiana State Department of Health.

DUTIES:

Formulates and administers comprehensive public health programs based on needs and available resources. Makes recommendations on general policies and procedures, goals, proposals, and methods of service delivery for the public and clinical care programs.

Creates health care plans, funding applications, monitors and evaluates delivery, performance, and expenditures.

Prepares annual Department budget and presents to necessary boards and commissions. Administers department budget on approval, including approving requisitions, purchases and disbursements, monitoring deposits of receipts, and audits financial records, as required.

Supervises and directs department personnel, including making hiring and firing decisions, making work assignments, providing corrective instruction, evaluating work performance, ensuring appropriate training, and developing and enforcing policies and procedures.

Investigates factors influencing health behaviors, identifies behaviors that promote or compromise health, and prepares and communicates information leading to positive lifestyle and behavior changes.

Coordinates information, personnel, time, equipment, and components needed to ensure effective implementation of programs. Evaluates and institutes needed changes to existing programs.

Seeks new funding sources and oversees grant application, preparation, and negotiation, and ensuring compliance of guidelines for grant proposals and applications and Department programs and coordinates public healthcare activities with related services provided by other County departments including social services, mental health, and environmental health.

Prepares annual report for Health Board approval and assists Board with program evaluations.

Develops written, long-term strategic plan for Department, providing focused direction for department operations and programming. Oversees, directs, and/or identifies the need for program and/or service expansion within the Health Department.

Develops evidence-based health education programs, including determining information required, researching, determining objectives, and implementing the programs. Communicates educational program data to appropriate authorities. Develops materials for public information releases.

Selects and investigates sources of information regarding health needs and interests, utilizes computer and on-line sources of health-related information, applies survey and statistical techniques to acquire health data. Researches and assembles educational material using a variety of research techniques and resources to acquire and distribute educational materials.

Prepares and processes payroll and maintains department personnel records such as time reports, fringe benefits, and attendance logs. Maintains and updates records and files as necessary.

Addresses and resolves complaints from the public and employees.

Makes public presentations and meets privately with physicians and administrators of health and social service agencies. Secures and maintains community support for public health programs.

Serves as Department liaison, maintaining communication with Department Divisions, Health Board, County Council, County Commissioners, consumer groups, individuals and health care providers, Indiana State Department of Health (ISDH), media representatives, physicians, and civic organizations.

Attends meetings, presenting reports and submitting requests.

Performs related duties as assigned.

I. JOB REQUIREMENTS:

Master's degree in public health, environmental health, or related field preferred.

Experience in public health program administration, and ability to evaluate health service quality and compliance with established procedures, state laws, and local health ordinances.

Thorough knowledge of principles and practices of public health education, with ability to effectively prepare a variety of programs, presentations, and related instructional materials for a broad range of participants.

Thorough knowledge of grant application and administration procedures, budget management, and ability to assist in the solicitation of funds for needed programs.

Ability to supervise and direct department personnel, including making hiring and firing decisions, making work assignments, providing corrective instruction, evaluating work performance, ensuring appropriate training, and developing and enforcing policies and procedures.

Ability to understand and follow oral and written instructions and work with others in a team environment.

Ability to properly use standard office equipment, including computer, printer, telephone, copier, and facsimile.

Ability to operate various computer software, such as Microsoft Word, PowerPoint, Outlook, Excel, and other databases.

Shall comply with all employer and Department policies and work rules, including but not limited to, attendance, safety, drug-free workplace, and personal conduct.

Ability to provide access to or maintain confidentiality of Department records and information according to State requirements.

Ability to effectively communicate orally and in writing with co-workers, other County departments, Health Board, County Council, County Commissioners, consumer groups, individuals, health care providers, ISDH, media representatives, physicians, civic organizations, and the public, including being sensitive to professional ethics, gender, cultural diversities, and disabilities.

Ability to work on several tasks at the same time and complete assignments effectively amidst frequent distractions and interruptions.

Ability to accurately prepare and interpret statistical and related data. Ability to operate computer systems in statistical approaches as well as general publishing. Ability to utilize various external sources in researching and updating information, such as on-line computer servers.

Ability to attend conferences and meetings as required.

Ability to work extended, evening and/or weekend hours as needed and travel out of town, occasionally overnight.

Possession of a valid driver's license and demonstrate a safe driving record.

II. DIFFICULTY OF WORK:

Incumbent performs work which is broad in scope and requires the consideration of many complex variables and their potential interrelationships and impact upon department goals and objectives. Must have ability to interpret federal, state, and local health laws, regulations, ordinances, departmental rules, and standard procedures to ensure County compliance and safeguard the health of residents. Work is performed according to well accepted health education practices and guidelines, with independent judgment often needed in selection of pertinent guidelines, interpretation of past precedents, and in adaptation of procedures and standard practices to meet complex or unusual situations.

III. RESPONSIBILITY:

Incumbent makes a major contribution to Department operations, including implementation of major objectives and the design of local programs and policies. Incumbent is responsible for the direction, research, implementation, and supervision of the Public Health Program and is required to make non-routine decisions based upon general policies and guidelines. Majority of work is accomplished according to priorities determined by the incumbent in cooperation with the Health Officer and Health Board. Decisions and recommendations are reviewed by the Board for overall attainment of objectives and compliance with State and local health regulations and Department goals.

IV. PERSONAL WORK RELATIONSHIPS:

Incumbent maintains frequent contact with co-workers, other County departments, Health Board, County Council, County Commissioners, consumer groups, individuals, health care providers, ISDH, media representatives, physicians, civic organizations, and the public for a variety of purposes, including exchanging information and rendering service.

Incumbent reports directly to Public Health Officer.

V. PHYSICAL EFFORT AND WORK ENVIRONMENT:

Incumbent performs duties primarily in a standard office environment, involving sitting/walking at will, sitting for long periods, lifting/carrying objects weighing less than 25 pounds, bending, close vision, depth perception, handling/grasping/fingering objects, keyboarding, driving, hearing sounds/ communication, and speaking clearly.

Incumbent is required to work extended, evening and/or weekend hours as needed and travel out of town, occasionally overnight.

APPLICANT/EMPLOYEE ACKNOWLEDGEMENT

The job description for the position of Administrator for the Henry County Health Department describes the duties and responsibilities for employment in this position. I acknowledge that I have received this job description, and understand that it is not a contract of employment. I am responsible for reading this job description and complying with all job duties, requirements and responsibilities contained herein, and any subsequent revisions.

Is there anything that would keep you from meeting the job duties and requirements as outlined?
Yes _____ No _____

Applicant/Employee Signature

Date

Print/Type Name