

Appendices

Last Revised: January 2014

# CHS Administrator Job Description [Sample]

<b>JOB TITLE:</b>	CHS Administrator/Public Health Director, Maple-Tree CHB
<b>EXEMPT:</b>	YES
<b>DIVISION:</b>	PUBLIC HEALTH
<b>REPORTS TO:</b>	County Administrator, Board of Commissioners, Community Health Board
<b>ORIGINALLY PREPARED BY:</b>	
<b>PREP. DATE:</b>	May 1, 1994
<b>CHB REVISIONS:</b>	March 1, 1997; May 1, 1999; February 1, 2013

## Summary

The CHS Administrator/Public Health Director develops, implements and directs public health program for the Maple-Tree Community Health Board. This position is also responsible to prepare and manage budgets, manage strategic planning to identify, coordinate, and deliver necessary services, prepare reports, evaluate programs and staff for efficiency and effectiveness, coordinate public health services with other public and private services, and is an advisor to the Maple-Tree Community Health Board.

## Essential Duties and Responsibilities

1. To regularly monitor, analyze and report on the status of community health within the county.
  - a. Prepare annual report on the county resident's use of public health services and related health services for the Minnesota Department of Health (MDH) and the community health board
  - b. Interpret and gather statistical data on morbidity and mortality. Identify, collect, analyze and present appropriate statistical measurements which illustrate the county's public health status and gaps in services
  - c. Report to the community health board the effect of state and local government policies and actions on the health care delivery system within the county. Interacts with legislators, legislative committees, and special interest groups
2. To provide direction to the planning, program design, and operation of the public health agency
  - a. Annually review the program organization and staffing assignments and report to the county public health advisory committee and the community health board
  - b. Develop, maintain, and review agency policies and procedures
  - c. Establishes and maintains standards of nursing and environmental health practice and procedures in determining agency public health priorities
  - d. Collect and compile statistics and summaries describing the ongoing performance of the programs
  - e. Complete one or more needs assessment activities annually to identify the level of need for public health activities and programs through input from staff, citizens providers, advisory members, and the Board
  - f. Directs the preparation of reports, program materials and other agency documentation. Prepares grant applications and reports with staff assistance
  - g. Monitors records to correct and complete documentation and assures adherence to client bill of rights, data privacy, record protection, HIPAA regulations and retention policies
3. To provide direct supervision of and consultation with agency staff
  - a. Hires, orientates, and disciplines, and discharges agency personnel
  - b. Leads the staff in agency team building activities and plans agency-wide meetings, including Public Health Management Team and All Staff Meetings

- c. Conduct a formal performance appraisal at least one per year
  - d. Discipline agency employees in a manner consistent with all personnel rules and regulations
  - e. Supervision of staff will focus on goal setting, time management, and personal growth.
  - f. Assign program and project coordinators
- 4. To provide fiscal policy oversight of the Public Health Services agency and the Maple-Tree Community Health Services
  - a. Prepare and administer the annual budget in accordance with the legal and timing requirements of the community health board, MDH, and county board
  - b. Leads agency financial team to study, and be accountable for, the financial well-being of the department, including accounts payable, accounts receivable, accurate accounting records, and quality financial procedures to reduce error, increase accountability, and respond to changing financial circumstances
  - c. Approve quarterly financial reports for MDH
  - d. Approve and code agency expenditures and revenues
- 5. To oversee the procurement and maintenance of the necessary workforce, supplies, equipment, and space for efficient operation of the department
  - a. Determines and justifies public health agency staff requirements necessary to meet identified community health needs through the ongoing evaluation of public health core functions: assessment, policy development and assurance
  - b. Develop and enforce standards concerning the safety and cleanliness of the work areas
  - c. Review adequacy of equipment and space in the department and recommendations presented to the County Board
- 6. Performs selective direct service work within the department as required by staffing levels and program needs
- 7. To serve as the Public Health Officer for the Maple-Tree Community Health Board
  - a. Assures that public health nuisances, disease outbreaks, and public health emergencies are dealt with in accordance with state and local laws
  - b. Works with other local government bodies and other community groups on matters related to environmental health, infection control and emergency response
- 8. To provide educational, information, analysis and administrative consultative services to the County Board and the Maple-Tree Community Health Board in assisting its policy development, decision making, and priority setting
  - a. Provide orientation and updates to the County Board and Advisory Committee about public health services provided within the counties
  - b. Drafts ordinances and policies related to public health issues for the community health board or county board consideration and/or approval
  - c. Reports recommendation of the Advisory Committee to the community health board
- 9. To develop and maintain community awareness of public health program availability to residents and the conditions for receipt of such services
  - a. Provide presentation regarding the public health service programs before civic, school, and health related organizations
  - b. Provide public information such as news releases and radio talks regarding the public health issues
  - c. Prepare and update brochures describing public health services to display throughout the county
  - d. Participate in cooperative efforts to develop county and regional information and referral programs and materials

10. To develop and maintain awareness of advance events in professional health fields which potentially affect the future availability of health resources to the residents of the county
  - a. Review all relevant inter-governmental communication and professional literatures.
  - b. Participates in community organizations and collaborations which will enhance the public's health locally, regionally or state-wide. Represents the agency in professional and community activities
  - c. Promotes and participates in student education, special projects, research or demonstration programs relating to public health
11. To participate in the cooperative management of the county organization
  - a. Attend all regularly scheduled Division Director meetings
  - b. Additional duties and responsibilities will be undertaken in accordance with conditions negotiated with the county board

**SUPERVISORY RESPONSIBILITIES:** Directly supervises 29 full-time and part-time nurses, 8 part-time LPNs, 2 health educators, 2 environmental health specialists, 7 full and part-time office personnel, and contract employees. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

**JOB RELATIONSHIPS:** Internal Interactions with: County Board, CHS Advisory Committee, Maple-Tree Community Health Board, Auditor, Human Services, Recorder, Assessor, County Attorney, Sheriff, Veteran Services, County Administrator, Planning and Zoning, Emergency Management Services, Court Administration, Community Action Agency, Extension, Custodians, Hospital, Probation.

External Interactions with: Schools, municipal clerks, township officers, extension service, health care providers within the county, ambulance and policing agencies within the county, families, public, and clients. Secondary relationships include Minnesota Department of Health, Department of Human Services, Department of Children, Families, and Learning, news media, other Administrators and directors, professional health associations, county coroner, ministers, mental health centers, Medicare, insurance companies, senior groups, hospice, medical salesmen, and volunteers.

Requires ability to deal with customers who are under stress and who may be angry, hostile, verbally or physically aggressive, and may use language or behaviors that would be considered inappropriate in normal business interactions. The ability to diffuse these situations is highly desirable.

**QUALIFICATION REQUIREMENTS:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed above represent the knowledge, skill, and abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

## Education and Experience

- The CHS Administrator must meet the personnel standards in Minn. R. 4736.0110
- Bachelor's Degree from accredited college, including course work and field experience in public health
- Fifteen hours of continuing education credits each year
- Minimum of five years of generalized public health experience, plus three years supervisory experience of professional staff
- Upon hiring, requires six months of formal orientation and a two year period of adjustment to the job

## Knowledge, Abilities, and Skills

- Thorough knowledge of the principles of public health policy and practice
- Considerable knowledge of public health administration, including finance; budget management, personnel; contracts; local, state and federal rules, requirements and best practice

- Considerable knowledge of the organization of public health programs
- Considerable knowledge of the current trends in the public health care service delivery
- Considerable knowledge of available public and private community health and social services resources and their functions
- Ability to apply principles of the public health to communities, families, and individuals
- Ability to establish and maintain cooperative relationships with agency staff, representative of other agencies, clients and the general public

**LANGUAGE SKILLS:** Ability to read, analyze, and interpret common scientific, medical, and technical journals, financial reports, and legal documents. Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the community. Ability to effectively present information to management, public groups, advisory committee, or Board.

**MATHEMATICAL SKILLS:** Ability to work with mathematical concepts such as probability and statistical inference, and fundamental of algebra, physics, geometry, and trigonometry. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

**REASONING ABILITY:** Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instruction in mathematical or diagram form and deal with several abstract and concrete variables.

**PHYSICAL DEMANDS:** The physical demands described here represent those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to use hands and fingers; handle and feel objects, tools or controls; reach with hands and arms; and talk and hear. The employee is regularly required to stand, sit, climb, or balance.

The employee must occasionally lift and/or move more than \_\_\_\_ pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, and depth perception.

**WORK ENVIRONMENT:** Work is performed primarily within the public health office, as well as in community settings. Demands flexibility in hours to respond to client, family and community requests and need to service. Includes evening, weekend, night, and holiday work. Work demands often require longer than a regular 8-hour day or 40-hour work week.

Requires regular travel and exposure to environments under less than optimum conditions.

Work is designed to respond to emergencies, crisis and frequent problem solving situations over which there is little control. The noise level in the work environment is usually moderate. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.