

**Jefferson County
Position Description**

Position Title: Administrator

Department: Health

Reports To: Health Officer

Purpose of Position:

The purpose of this position is to supervise and coordinate the daily operation of the Health Department and to promote and protect the health of the population of Jefferson County.

Essential Duties and Responsibilities:

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. May be asked to perform additional duties prescribed by the rules of the State Department and Local Board of Health under the general supervision of the Local Health Officer.

- Supervise the daily activities of the Health Department
- Reviews and signs payroll documents
- Reviews and signs claims to be paid as required by County Courthouse
- Approves and signs all purchase orders
- Prepares Annual Health Department Budget
- Prepares Local Health Maintenance Budget
- Prepares Local Health Department Trust Fund Budget
- Prepares and maintains State and Federally Funded Grants
- Implements various county, state, and federal programs
- Selects and recommends staff personnel for confirmation by the Health Officer and Local Board of Health
- Responsible for assuring personnel meets Indiana State Department of Health Regulations
- Conducts staff meetings when needed
- Maintain records and develop reports concerning new or ongoing programs and program effectiveness, maintain records, and prepare statistical reports as required.
- Coordinates activities with other County Departments and the Indiana State Department of Health
- Receives, reports, and act upon public complaints
- Attends all Board of Health meetings
- Presides at hearings relative to retail and food establishments
- Attends meetings, workshops and seminars
- Functions as Environmentalist as needed

Minimum Training and Experience Required to Perform Essential Job Functions:

Degree in management / administration or related field and three to five years administrative or management experience, or any combination of education and experience which provides the necessary knowledge, skills, and abilities.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions:

Physical Requirements:

- Ability to operate a variety of environmental testing equipment.
- Ability to operate a variety of office equipment.
- Ability to operate a motor vehicle and required to maintain a valid Indiana Driver's License.

Mathematical Ability:

- Ability to add, subtract, multiply, divide, calculate percentages, and measure data.

Language Ability and Interpersonal Communication:

- Ability to comprehend and interpret a variety of documents including forms, reports, guidelines, policy and procedure manuals, permits, personnel applications, and State Board of Health guidelines and technical reference books.
- Ability to prepare a variety of documents including, reports, minutes, education plans, evaluations, letters, memos, and others using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to maintain accurate records and prepare detailed reports.
- Ability to give and receive information, explain procedures, maintain confidentiality of restricted information and follow instructions.
- Ability to use medical terminology.
- Ability to supervise and direct the work of others.
- Ability to communicate effectively with office personnel, contractors, clients, patients, Board of Health, other County and State Personnel, and the general public verbally and in writing.

Environmental Adaptability

- Ability to work in a busy clinic and office environment.
- Ability to provide counseling/education to a variety of different socioeconomic, racial, and ethnic groups.

Revised 8/2011

Jefferson County is an Equal Opportunity Employer. In compliance with the Americans With Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the employer.