

Position: Sherman County Health Department Administrator
Supervised By: County Commission/Local Board of Health
Full / Part Time: Full Time
Overtime Classification:
Hourly / Salary:
Work Comp Classification Code:



Position Summary:

This is a professional salaried administrative position responsible for the successful operation of a rural health department. Duties include supervision of clinical and office staff and contract employees; budget development and management of county tax dollars and state grant funds; oversees all aspects of front office, medical billing, clinical operations, and public health preparedness and response activities; develops policies and procedures to support these functions frequently exercises administrative decision making for effective and efficient operations. Prepares financial and administrative reports to meet multiple recurring deadlines. Consult Board of County Commissioners and County Health Officer in local public health programming, compliant with state and federal regulatory guidelines. Work is performed with considerable independence.

Duties and Responsibilities:

- Collects data and information about the health needs of all segments of the jurisdiction. Develops plans, services or programs to meet health needs.
- Works with the medical consultant in establishing medical and clinical programs and procedures.
- Establishes and updates policies, procedures, and protocols.
- Maintains programs of the agency, as determined by Kansas Department of Health and Environment, as well as applicable state statues and federal regulations.
- Initiates and participates in community programs to provide health promotion and education information and services.
- Prepares annual department budget and maintains and reports all financial records and transactions. Prepares annual Kansas Department of Health and Environment grant applications, including narrative and budgets. Submits quarterly and other periodic grant reports according to deadlines.
- Oversees accounts receivable and medical billing. Insures compliance with private payer contracts and public insurance regulations.
- Develops Public Health Preparedness and Response Standard Operating Guides and other required emergency operating materials, activities cooperation with local, regional, and state agencies. Participates as a member of preparedness groups and facilitates coordination of local health activities. Insure staff is familiar with local plan, attend trainings, and participate in exercises.
- Develops on-going strategic planning procedures, cooperates with existing agencies and groups providing health related services, and coordinates health department activities with these whenever possible.
- Hires staff and provides for their training and supervision. Develops/updates job descriptions and conducts performance evaluations for all staff at least annually.
- Directs and supervises the purchasing, maintenance of material, supplies, and equipment for the agency.
- Plan and implement HIPPA privacy, electronic transactions and codes, and security.

Position: Sherman County Health Department Administrator

Supervised By: County Commission/Local Board of Health

Full / Part Time: Full Time

Overtime Classification:

Hourly / Salary:

Work Comp Classification Code:

Supervision/Leadership

- Functions with little or no direct supervision.
- Directs the operations of the agency.
- Recruits and hires health nurses, child care surveyor, and clerical personnel.
- Ensures the orientation, offers guidance, and supervision of all staff.
- Evaluates work performance of the nursing staff, child care surveyor, and clerical personnel.

Personal Relations/Contacts

- Frequent contact with state and county departments, community businesses and health related agencies and continual contact with the general public.
- Provides consultation to public health nurses or public organizations for program development and coordinates program activities with those of other agencies or public organizations.
- Initiates and participates in community programs to provide health promotion and education information services.

Consequences of Action and Decisions

- Problem Solving - A high degree of problem solving is involved with this position. Problems include planning, implementing, and coordinating health programs and determining appropriate staffing and scheduling.
- Decision Making - Duties require extensive concentration due to the many factors, which must be considered before a decision can be made. Consequences of decisions are significant as work may rarely be reviewed and errors may cause major program failure or a high degree of confusion.
- Accountability - Responsible for planning, developing, and directing the nursing aspects of the public health programs through established standards, the quality assurance process, reports, and evaluation of results. Responsible for preparation of budgets, grants, affidavit and work plans within established deadlines.

Minimum Qualifications

- Knowledge - Knowledge of medical terminology, leadership, supervisory practices and techniques. Have a basic understanding of grant writing and fiscal management.
- Abilities - Ability to plan and implement public health programs and services to meet community and individual needs. Supervise personnel, organize scheduling and clinic flow.
- Skills - Good interpersonal, oral, and written communication skills. Computer skill required.

Experience and Education

- Associate degree or higher preferred in a health related field and two years' experience in management in a health care setting.

Sherman County Health Department

Date