

## MONONA COUNTY JOB DESCRIPTION

**Position:** Public Health Administrator      **Reports to:** Monona County Board of Health

**Department:** Public Health      **Revision Date:** May 2011

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**DESCRIPTION:** Responsible for the total operation of the agency's programs according to approved policies, procedures, standards, mission and service philosophy. Maintains the image of the agency in the communities located in Monona County and in state and national organizations. Keeps the agency abreast of local, state, and national trends. Ensures agency compliance with all federal, state, and local laws and regulations.

### **JOB DUTIES/KNOWLEDGE:**

- Maintains ongoing liaison among the Monona County Board of Health, the Monona County Board of Supervisors, professional and business community and is responsible for overall operation of all programs.
- Organizes and directs all of the agency's ongoing functions.
- Employs qualified personnel and provides for adequate staff education.
- Implements budget and accounting systems and fiscal controls.
- Is responsible for record and reporting systems providing for proper service control and measurement of program outcomes.
- Ensures evaluation of all agency programs and staff.
- Ensures an active, accurate public information system.
- Takes an active part in local, state, and national health committees and functions.
- Interprets policies and procedures for the governing body, including implications of policies proposed. Assures implementation of all policies and procedures.
- Promotes good community relations by involvement in community affairs and serving on related boards and committees.
- Promotes client relations by receiving complaints and compliments. Makes home visits as indicated.
- Responsible for investigation and resolution of all complaints
- Plans with other agencies and develops methods of interagency work.
- Interviews, hires, supervises, evaluates, and terminates all staff. Assures adequacy of all staff.
- Communicates with fiscal intermediary and other third-party payers as necessary to maintain good relations.
- Monitors fiscal condition of agency and assures adequate resources.
- Monitors billing and payroll functions.
- Grant writing and management.
- Quality Improvement/Assurance.
- Negotiating contracts and ensuring compliance.

**PROBLEM SOLVING:**

Exhibits critical thinking abilities and applies them for continuous improvement of services and agency.

- Uses own knowledge and experience base and other resources as necessary to make logical decisions and solve problems.
- Continuously analyzes work process and makes suggestions for improvement.

**LEADERSHIP:**

- Uses the power of the leadership position to set positive, attainable expectations, objectives, and goals for others.
- Takes action to enforce rules. Confronts others about problems when necessary.
- Empowers others by sharing responsibility to encourage a deep sense of commitment and ownership.
- Demonstrates creativity and innovation. Able to take reasonable risks with full accountability for actions taken.
- Subordinates are able to take reasonable risks with full accountability for actions taken.
- Able to develop a spirit of cooperation and teamwork while leading a group of people.
- Works for solutions that generally benefit all involved parties.
- Demonstrates self-confidence and ability to think conceptually in leading and directing others.
- Recognizes complex connections in situations and is able to identify the key or underlying issues.
- Demonstrates the ability to make decisions independently that benefit the agency as a whole based on the identification of key or underlying issues.
- Demonstrates a strongly positive image of self and own skills, capabilities and judgements.

**QUALIFICATIONS:**

- Bachelor's Degree from an accredited college.

**PHYSICAL DEMANDS:**

Long periods of sitting. Must be self mobile. Able to hear normal speech. Able to communicate orally and in writing.