

POSITION DESCRIPTION

Classification: Administrative Officer or – Public Health
Title: Administrative Officer
Employee Name: Vacant
Program: Administration
Division: Administration
FTE: 1.00
FLSA: Exempt
Represented Status: Non Represented
Salary Range: 32
Position Number: 018
Effective Date:
Revised From: January 1, 2017 — 2019

Definition:

The Administrative Officer or serves as the Chief Executive Officer for the Snohomish Health District. Reporting to the Snohomish Health District Board of Health, the Administrator provides overall leadership for the successful operation of the Snohomish Health District, including the establishment and implementation of public health policies and programs to promote and protect the health of the citizens of Snohomish County. Directly supervises the health officer, deputy administrative officer and division directors. is responsible for the development and efficient delivery of public health services and programs throughout Snohomish County. The Administrator serves as the executive secretary and administrative officer for the Board: to develop plans, goals, budget and objectives of the district, and oversees the implementation of those plans to achieve the objectives of the board.

The Administrator is responsible for strategic and fiscal planning, legal and risk management, emergency preparedness and planning, developing and accomplishing District goals and objectives, supervising all staff, and administering the annual budget.

The incumbent is expected to apply a full working knowledge of local public health programs, laws and regulations, and modern management practices and principles to varied and complex work situations. Duties require innovative leadership and active collaboration with the Health Officer and the Board of Health a wide range of strategic partners and stakeholders, and managing a dynamic organization to address public health issues in a rapidly changing community environment.

The Administrative Officer or regularly communicates the operational, regulatory, and financial status of the agency to the Board of Health and other local and state officials, recommends administrative operational and non-medical policy strategies for Board consideration based on local issues of public health importance and implements decisions and direction provided by the Board.

In conjunction with the Health Officer. ~~The~~ Administrative Officer or facilitates community engagement on public health related matters, including convening advisory boards and committees and maintaining regular and effective communication with other local, state and federal agencies, staff and elected officials.

~~Together with the agency's Health Officer, collaborates on assessing and improving the community's health, promotes prevention policies and programs addressing communicable diseases, chronic diseases, and injuries, and effectively manages other public health threats and emergencies.~~

Examples of Work Performed:

- Directs, manages, coordinates, and evaluates the day-to-day operations of a comprehensive countywide public health agency that effectively identifies and addresses the needs of a diverse population.
- Oversees tasks related to effective administration of the District, such as human resources and support services management, financial management, facilities management, efficient use of resources and technology, legal compliance, and timely execution of programs, and activities performed by the agency.
- Directly supervises ~~and~~ the administrative and operational services of the District, including Business/Finance services, Communications/Policy, Human Resources, Information Technology, Environmental Health, Community Health, Communicable Disease and Emergency Preparedness and Response.
- Develops and implements strategic short- and long-range plans, programs, goals, and objectives. Facilitates and coordinates cooperative planning in conjunction with other entities. Reviews and updates planning recommendations. Balances fiscal impact, objectives, and community input when developing public health strategies.
- Plans, acquires and assures the maintenance and repair of public facilities, assets and capital equipment.
- ~~Together with the Health Officer, advises the Board and Board committees on public health needs in the community and makes recommendations to the Board on policies and programs. Ensures the provision of expert public health advice and leadership to support and inform an evidence-based approach to planning, developing, and delivering public health services and programs. (move to HO as a separate bullet)~~
- ~~In collaboration with the Health Officer,~~ Establishes effective performance measurement criteria to plan and evaluate public health services consistent with state mandates and public policy parameters. Oversees continuous quality improvement agency wide. Assures and measures District conformance with state public health standards and national accreditation requirements.
- Oversees the preparation of and justifies the agency budget. Monitors and maintains revenues and expenditures within budget guidelines. Monitors cash flow to assure solvency and monitors the District's debt repayments. Implements cost-effective measures and uses resources and technology effectively to increase productivity.
- Negotiates and manages contracts for services and agreements between the District and outside entities or consultants to provide public health services to or for community and private nonprofit and health care organizations. Assures grant and contract compliance.
- Assists the Human Resources Manager and legal counsel in interpreting and applying collective bargaining agreements and personnel policies. Reviews, revises and authorizes consistent employment actions. Initiates, documents and implements disciplinary actions. Resolves and documents grievances and other sensitive personnel matters.
- Assists the Human Resources Manager with the District's safety and risk management programs, to include identifying and assessing the risk of loss, selecting appropriate risk management techniques, monitoring and administering insurance coverage and claims.
- Represents the District ~~as appropriate at on/at national, state, county, community, and other committees/task forces and, associations, and meetings.~~ Serves on various District and other

governmental management teams and related community-wide committees as appropriate. Provides high-level public health leadership expertise and perspective regarding a wide range of issues.

- Responds to or supervises the resolution of the most sensitive or complex inquiries, complaints, emergencies or requests for information from other agencies and the public in a courteous manner.
- Oversees human resource programs including classification and salary plans, recruitment and selection programs, employee health and welfare programs, employee performance evaluation systems, employee recognition, orientation and training programs, District's equal employment opportunity program; labor and employee relations to include labor negotiations, contract administration, grievance/labor dispute resolution, and ensure compliance with state and federal labor laws.
- Assesses human resource and risk management needs of the District in cooperation with management staff, employees, and elected officials; maintains knowledge of current trends and developments in the human resource and risk management field.
- Oversees the various accounting and financial related functions including accounts receivables; payables; billings; payroll; accounting; financial reporting; budget preparation, monitoring and execution; purchasing.

Associated Duties:

- Performs other duties as assigned
- Shares in the monthly rotation of the 24-hour District duty phone.

Knowledge, Skills and Abilities:

- Knowledge of principles and practices of public health and the social determinants of health, including current trends in policy, research, treatment, prevention, education and related issues.
- Knowledge of types of services performed and responsibilities in public health and environmental health activities
- Knowledge of principles and practices of public administration and management
- Ability to strategically plan, prioritize, coordinate, organize and evaluate staffing and services. Train, direct, and coach staff. Administer and change plans, policies and work plans.
- Ability to use tact, discretion, respect persuasion, diplomacy, and courtesy to gain the cooperation of others and establish and maintain effective teams and a professional relationship and rapport with public officials, representatives of other entities, coworkers employees, and diverse members of the public.
- Ability to demonstrate cultural competency, interacting sensitively, effectively and professionally with persons from diverse cultural, socioeconomic, educational, racial, ethnic, and professional backgrounds, persons of all ages and lifestyle preferences.
- Ability to provide leadership and maintain a high level of personal and professional integrity and honesty.
- Ability to estimate and analyze revenues, costs and effectiveness of programs. Monitor and interpret fiscal and statistical information.
- Ability to listen attentively and communicate effectively, both orally and in writing, in clear concise language appropriate for the purpose and parties addressed, including oral presentations before groups on a variety of complex and sensitive public health issues.

Job Location, Working Conditions and Equipment Utilized:

Work is performed in a variety of settings, such as an office cubicle and various community based settings utilizing agency vehicles, telephones, audio-visual equipment and other standard office

equipment including a personal computer. The incumbent will generally work in an office setting or out in the community at various settings. The noise level in the work environment is usually moderate. Work may include traveling to community organizations such as schools, hospitals, clinics and social service agencies; other travel may include local or statewide for meetings and other forums. Travel is required to locations both in and out of the County, including some early morning and evening meetings, with potential for overnight travel for state meetings. Requires carrying a District cell phone as well as being on call for a rotational 24/7 Duty Officer assigned shifts.

Required Physical Traits:

The physical demands described above are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Working conditions and physical demands vary by assignment.

- Requires manual and finger dexterity and hand-eye-arm coordination to write and to operate computers and a variety of general office equipment. Requires mobility to accomplish other desktop work, retrieve files, and to move to various locations throughout Snohomish County.
- Requires visual acuity to read computer screens, printed materials, and detailed information; specific vision abilities required by this classification include close vision, distance vision and color vision, peripheral vision, depth perception, and the ability to adjust focus.
- Required to use hand to eye coordination, handle, feel or operate objects, tools, or controls.
- Requires ability to drive an automobile and sufficient mobility to access various locations.
- May involve occasional kneeling, squatting, crouching, stooping, crawling, standing, bending, climbing (to stack, store or retrieve supplies or various office equipment or files).
- Lifting and carrying up to 50 pounds occasionally with or without assistance (example: a box of copy paper).
- Requires the ability to communicate with others orally, face to face, video, by telephone and via email.

Education and Experience Required:

- Education: Bachelor's Degree from an accredited institution in public administration, public health, health services management or a closely related field. Master's degree from an accredited institution is preferred and may substitute for up to two years of the experience requirement.
- Experience: Ten years of progressively responsible experience in public health management or health services management/administration
- Or: In place of the above requirement, the incumbent may possess any combination of relevant education and experience which would demonstrate the individual's knowledge, skill, and ability to perform the essential duties and responsibilities listed above.

Licenses, Certifications and Other:

- Valid Washington State Driver's license or ability to obtain one within 30 days of hire and a driving record which meets the requirements of Snohomish Health District's insurance carrier
- Background check pursuant to RCW 43.43.830

Acknowledgement: Position description reviewed by Employee and Manager

Employee Signature: _____ Date: _____

Position Description: ~~Administrator~~Administrative Officer

Page 5 of 5

Board of Health Chairperson Signature: _____ Date: _____

Human Resources Signature: _____ Date: _____

The statements contained herein reflect general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required, and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned including work in other functional areas to cover absences or relief, to equalize peak work periods, or otherwise to balance the workload.