

POSITION DESCRIPTION

Classification: Division Director

Title: ~~Administrative Services Director~~ Deputy Administrative Officer

Employee Name: ~~Shawn Frederick~~

Program: Administrative Services

Division: Administrative Services

FTE: 1.0

FLSA: Exempt

Represented Status: Non-Represented

Salary Range: 26

Position Number: 164

Effective Date: ~~June 16, 2017~~

Revised From: ~~April 10, 2017~~

Definition:

Under direction of the ~~Administrator~~Administrative Officer, incumbent is responsible for planning, developing, implementing, administering and evaluating comprehensive oversight to the division in the following areas: human resources, risk management, finance, information systems, HIPAA privacy and records management, customer service, and facilities and fleet management. This position advises executive leadership in assigned divisional strategic objectives. Additionally, the incumbent participates as a member of the executive leadership team to develop the strategic direction for SHD and to ensure the long term viability of District programs.

The incumbent provides direct oversight to the human resources and risk management functions by overseeing, coordinating and participating in the various related functions including recruitment, classification and compensation, benefits, labor relations, organizational development, employee relations, and employee safety. The incumbent also oversees and coordinates facilities management, including maintenance and tenant relations, as well as management of the district's vehicles. The incumbent also provides leadership and general oversight to the functions of finance and budget, information services and technology, records management, customer services through mentoring the managers and employees in these areas and facilitating their efforts to lead their respective programs in the most effective manner.

~~Administrator~~Administrative Officer provides direction in terms of broadly defined missions or functions. Incumbent has total responsibility for their work. Results of work are considered to be technically authoritative and are normally accepted without significant change. Work may be reviewed for fulfillment of organizational objectives, effect/advice and influence of the overall programs in area of responsibility, and the contribution to meeting the District's needs.

Examples of Work Performed Which are Subject to Direction of the Administrative Officer:
~~Revise language so AO exercises more discretion as to what areas are assigned. Because these are examples of work only maybe we leave them all in but preface it by stating that assignment is subject to the direction of the AO. We also discussed bullet ites 4, 5 and 6 being in the AO job description but not the DAO. I think that is about as far as we got before the meeting ended.~~

- Provides leadership, direction and professional development to assigned staff; hire, discipline and terminate employees; supervise, motivate and evaluate assigned staff; ensure division meets organizational goals and objectives.
- Oversees the preparation and administration of assigned division budgets; present annual budget estimates and work programs; monitor and approve expenditures; approve consultant and contractor payments in accordance with contract guidelines; review financial and performance data.
- In collaboration with the Administrator, assists in developing and implementing policies and procedures in accordance with district policies and in compliance with county, state or federal statutes and regulations.
- ~~Responsible for the development, implementation and administration of policies and procedures for assigned division.~~
- ~~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.~~
- Oversees District-wide customer service functions.
- Oversees HIPAA compliance and records retention and response functions for the District. Oversees information services and technology for the District.
- Serves as primary staff for developing and bringing policy issues to the Administrative Committee of the Snohomish Health District Board of Health for approval and to the full Board of Health when applicable.
- Oversees the District's records regarding on-the-job accidental incidents in accordance with L&I and OSHA regulations and serves as a member of the Safety Committee.
- Develops and manages District's vehicle fleet program and coordinates equipment repair and replacement.
- Develops and administers the operations and maintenance program for the Rucker building including security, janitorial services, HVAC maintenance, in-house maintenance and repair, and contracted repair; analyzes the needs and determines priorities.
- Negotiates and administers office space lease within the Rucker building. Responsible for coordinating tenant improvements, handling complaints, requests for services, and other tenant relations.
- Oversees process improvements District wide.
- Conducts other duties or special projects as requested by the Administrator or Board of Health.

Associated Duties:

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

Knowledge, Skills and Abilities:

- Knowledge of municipal government policies, procedures, structure, applicable local, state and federal laws, codes, regulations and ordinances.

- Knowledge of practices, techniques, and laws required to develop, implement, administer, and evaluate Human Resources, Accounting, Information Services, Asset Management, HIPAA compliance, Public Records Act and Risk Management
- Knowledge of current literature, trends, and developments in the field of Human Resources, Accounting, Information Services, Asset Management, HIPAA compliance, Public Records Act, Risk Management and organizational theory.
- Knowledge of effective and result-oriented management principles and practices.
- Knowledge of principles and practices of governmental budgeting, accounting and purchasing procedures and practices including preparation, management, monitoring, transfers and reporting.
- Skilled in effective organization and expression of ideas through use of oral and written communications.
- Skilled in effective use of interpersonal skills in a tactful, patient, and courteous manner.
- Skilled in planning, developing, implementing, maintaining, evaluating, and modifying a comprehensive and integrated Human Resources Accounting, Information Services, Asset Management, HIPAA compliance, Public Records Act and Risk Management programs.
- Ability to effectively direct and evaluate the work of others involved in the implementation of programs.
- Ability to delegate responsibility.
- Ability to establish and maintain effective working relationships with elected officials, employees, supervisors, division directors, and the public.
- Ability to compose, proofread and edit speeches and articles for publication, general correspondence, reports, contracts, grievance responses, personnel policies and procedures, etc.
- Ability to read, analyze and interpret technical journals, financial reports, legal documents, operating and procedure manuals, general business periodicals, professional journals, government regulations, etc.
- Ability to respond to common inquiries or complaints from personnel, regulatory agencies or the public.
- Ability to speak effectively and present information to top management, employee groups, public groups, and/or Board of Health.
- Ability to add, subtract, multiply, divide; compute fractions, ratios, percentages, proportions; draw and interpret graphs and charts; and apply these concepts to practical situations.
- Ability to define problems, collect data, establish facts, and draw valid conclusions; apply common sense understanding to solve practical problems and deal with a variety of abstract and concrete variables in situations where only limited standardization exists.

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 here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals to perform the essential functions of the position.

- Requires ability to drive an automobile and/or have sufficient mobility to access various work locations.
- 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.
- 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. Frequently required to talk, or hear effectively.
- 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).

Education and Experience Required:

Education: Bachelor's Degree (from an accredited institution) in human resources, accounting, business administration, economics, organization development, public administration, or a closely-related field; and

Experience: Eight (8) years progressively responsible work experience in a public sector agency, with at least four (4) years in a supervisory capacity.

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:

- Certifications *preferred*: Human Resources certification such as PHR, SPHR, SHRM-CP, SHRM-SCP; Project Management Professional (PMP); Certified Public Finance Officer (CPFO); or Certified Public Accountant (CPA), *preferred*
- Master's degree in Public or Business Administration, Human Resources Management, Organizational Development, or related field, *preferred*
- 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: _____

Administrator 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.