

POSITION DESCRIPTION

Classification:	Administrative Officer – 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:	October 10, 2019

Definition:

The Administrative Officer serves as the Chief Executive Officer for the Snohomish Health District. Reporting to the Snohomish Health District Board of Health, the Administrative Officer provides overall leadership for the successful operation of the 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. The Administrative Officer directly supervises the health officer, deputy administrative officer, and division directors. The Administrative Officer serves as the executive secretary and administrative officer for the Board to develop plans, goals, and budget and objectives of the District, and oversees the implementation of those plans to achieve the objectives of the board.

The Administrative Officer 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, the Board of Health, and a wide range of strategic partners and stakeholders, and the ability to manage a dynamic organization to address public health issues in a rapidly changing community environment.

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

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 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 ensures the maintenance and repair of public facilities, assets, and capital equipment.
- 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. Ensures and measures District conformance with state public health standards..
- Oversees the preparation of and justifies the agency budget. Monitors and maintains revenues and expenditures within budget guidelines. Monitors cash flow to ensure 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. Ensures 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, and monitoring and administering insurance coverage and claims.
- Represents the District as appropriate at committees/task forces and associations. Serves on various District and other governmental management teams and related communitywide committees as appropriate. Provides high-level public health leadership 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 resources programs including classification and salary plans, recruitment and selection, employee health and welfare, employee performance evaluation systems; employee recognition, orientation, and training; the District's equal employment opportunity program; and 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 resources 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 various accounting and financial-related functions, including accounts receivables and payables; billings; payroll; accounting; financial reporting; budget preparation, monitoring, and execution; and 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 in 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, 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 that 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 that 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: _____

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.