



Classification Description Health and Human Services Administrator

Pay Grade: ES11

FLSA Classification: Exempt Non-Exempt

Department: Health and Human Services

Workers' Comp Code: 8832

Union Affiliation:

- AFSCME
 Teamsters
 None

Typically Reports To: Board of Commissioners

Position Summary

This classification serves as department head for public health services and performs administrative and management duties in planning, organizing, developing, directing and evaluating comprehensive prevention, intervention, behavioral health, dental, and primary health programs for County residents. This role also serves as the Public Health Administrator and the ADA Administrator for the County, as well as the Executive Director of the Federally Qualified Health Center. In these roles the position supervises professional, medical, behavioral, dental, public health, and clerical support staff at varying levels and has final responsibility for work performed within the department of close to one hundred (100) employees and contractors and is responsible for an annual budget.

Distinguishing Characteristics

Define attributes that differentiate this job from other Executive Services classifications.

Scope Oversight: This role serves as the Public Health Administrator and the ADA Administrator for the County, as well as the Executive Director of the Federally Qualified Health Center. In these roles the position supervises professional, medical, behavioral, dental, public health, and clerical support staff at varying levels and has final responsibility for work performed within the department. The position has director authority and oversight for a budget of \$18.7 million.

Span of Control: The Administrator has the oversight of four (4) employees at the management level and an additional sixty-five (65) direct reports within the department's structure.

Duties and Responsibilities

Duties assigned to this classification include, but are not limited to, the following examples.

- Assess on-going community and public health needs/concerns within the County, and develop, implement, coordinate and evaluate the department's strategic plan.
- Lead the effort toward service integration within the County.

- Ensure that departmental programs and services provide primary health care, improve quality of life, prevent disease and promote physical and mental health of the public.
- Ensures that department programs and services provide behavioral, dental/oral health and clinical pharmacist and pharmacy.
- Establish and maintain departmental policies, procedures, and protocols related to public health, medical and departmental fiscal responsibility.
- Ensure compliance with legal and regulatory requirements, including HIPAA, FTCA, Public Records, and contract management for requests for proposals, agreements, and intergovernmental partnerships.
- Oversee Risk Management, Quality Assurance, and Quality Improvement (QA/QI) processes to achieve patient care benchmarks and ensure compliance with federal, state, and local healthcare regulations.
- Lead efforts in financial sustainability and grant management, ensuring continued funding for essential services with minimal general fund reliance.
- Direct, develop and support department staff via program managers. Guide and participate in the recruitment, selection, training, and evaluation of staff. Lead, build, and collaborate with staff to ensure ongoing program quality.
- Assume full responsibility for the work performed within the department.
- Prepare and submit departmental budget and grant documents through the Health Council and the Board of Commissioners. Monitor fiscal expenditures. Research funding sources.
- Serve as Public Information Officer (PIO) to manage public communications, outreach strategies, and access to services through multimedia platforms.
- Conduct comprehensive Community Health Needs Assessments and strategic planning to align services with evolving community health priorities.
- Act as Chief Executive Officer/Director of the federally qualified Community Health Center (FQHC), ensuring compliance with HRSA regulations and overseeing medical, dental, behavioral health, and public health services.
- Collect and analyze program statistics. Prepare reports.
- Ensure clinical providers maintain licensure, continuing education requirements, and are in good standing with licensing and oversight agencies/organizations.
- Represent community health services to the community, advisory boards, Health Council and public agencies. Promote community health. Interpret policy and procedure to public. Develop community partnerships and collaboratives.
- Maintain a balanced budget by monitoring fiscal expenditures and revenues.
- Work with staff, the community, state and federal agencies in seeking new funding sources.

Performs additional duties as assigned.

Qualifications

Knowledge, Skills, and Abilities

The individual in this role is expected to possess and exhibit the following knowledge, skills, and abilities.

Knowledge

- Considerable knowledge of funding raising, government revenue sources, and supervision of grant writing.
- Thorough knowledge of public health theories, principles, practices and procedures.

Classification Description | Health and Human Services Administrator

- Through knowledge of the system and delivery of primary health care services.
- Thorough knowledge of budget and fiscal management.
- Thorough knowledge of strategic planning techniques to design, develop, implement and evaluate the administration and management of public health and primary health care services.
- Thorough knowledge of community collaboration, consumer collaboration, and partnership development and maintenance.
- Legal knowledge related to contracts, labor law, health care law, and public records law.
- Knowledge of QA/QI processes.
- Knowledge of community planning.

Skills

- Skill in staff selection.
- Skill in community collaboration and development.
- Skill in data review and analysis.
- Skill in interviewing and counseling techniques.
- Skill in technical writing, including grant and report writing, policy papers, and briefs.
- Skill in grant and budget administration.
- Skill in public speaking.
- Skill in leading, motivating and collaborating with staff.

Abilities

- Ability to communicate effectively in both oral and written forms.
- Ability to make decisions independently in accordance with established County, state and federal policies and procedures.
- Ability to establish new department policies and procedures when applicable; use initiative and judgment in completing tasks and responsibilities.
- Ability to understand organization and community risk assessment.
- Ability to establish and maintain clinical, fiscal and personnel record-keeping systems and reports.
- Ability to utilize problem identification and resolution techniques.
- Ability to supervise and lead a staff of professionals, medical and support staff.
- Ability to remain calm and use good judgment during confrontational or high-pressure situations.
- Ability to courteously meet and deal effectively with the Board of Commissioners, the Health Council, employees, federal and state agencies, community physicians, other health care providers, schools, community agencies, advisory boards and committees, community contractors, vendors, clients and the public.

Required Qualifications (*Minimum qualifications for this role*)

Education

- | | | |
|--|---|--|
| <input type="checkbox"/> High school diploma or equivalent | <input type="checkbox"/> Bachelor's degree | <input type="checkbox"/> Doctoral degree |
| <input type="checkbox"/> Associate's degree | <input checked="" type="checkbox"/> Master's degree | <input type="checkbox"/> Other: Click or tap here to enter text. |

Degree Discipline: public health, public administration, health care management, health care administration, or related field

Equivalent experience may be substituted for educational requirement. Amount of additional experience acceptable: Six (6) years

Experience

- Four (4) years of experience in leading, managing, and supervising public health and/or primary care programs.

OR

- Any satisfactory combination of experience and training.

Certifications or Licenses (if applicable)

- At the time of the appointment must possess a valid Oregon driver's license and maintain an acceptable driving record.

Preferred Qualifications (if applicable)

- Knowledge of the principles of practice and compliance in FQHCs is highly desirable; Extensive experience in healthcare management, preferably in a government or non-profit setting, Knowledge of negotiation, mediation, and facilitation techniques.

Other Qualifications (if applicable)

- Must pass a pre-employment criminal history background investigation.

Supplemental Information

Supervisory Responsibilities

(pick one)

- Supervision is not a function assigned to this role.
- Not a supervisory role but provides informal training/orientation to volunteers, or newly assigned personnel.
- Acts in a lead capacity (does not formally supervise) to direct workflow or to mentor employees in the assigned department.
- This role encompasses supervisory responsibility, including the following tasks (choose all that apply below):

Span of Supervision

- Directly manage team members, including training, assigning, and directing work, evaluating performance, disciplining as necessary, and addressing employee concerns and grievances.
- Provide team members with regular feedback on performance, including frequent informal feedback, annual performance reviews and peer reviews, assisting with professional development, and making recommendations for employee separations, promotions, or special assignments.
- Participate in the recruitment of new employees, including interviewing and making hiring recommendations/decisions and compensation recommendations.
- Disseminate, implement, and enforce organization and team standards, policies, and procedures, including providing proper guidance to those carrying out related duties.
- Other (explain): Provides supervision for management level staff across multiple disciplines within the department.

Supervisory Controls

The level of oversight and guidance the supervisor will provide this position.

(pick one)

- Works under immediate supervision with assignments introduced by specific instructions. Routine work is spot-checked, and the supervisor is readily available for questions and guidance.
- Works under close supervision, performing routine tasks independently based on past experience. Deviations from established practices are referred to the supervisor for guidance.
- Works under general supervision with recurring tasks performed independently. The supervisor provides professional advice on non-routine matters, and periodic reviews are conducted to ensure adherence to expected results.
- Works independently within a broad framework, managing a complex area of responsibility. The supervisor provides direction on overall goals, and performance is reviewed periodically based on outcomes and expected results.
- Other (explain): Click or tap here to enter text.

Working Conditions

Mental effort

(pick one)

- Normal concentration and attention to detail with normal deadlines.
- Usually, normal concentration and deadlines with occasional periods of sustained deadline pressure.
- High degree of concentration with above normal periods of attention, above normal deadlines, or a high degree of creative thinking.
- Requires an exceptional degree of sustained mental concentration with sustained periods of attention, constant deadlines, or a high level of creative thinking.

Physical effort

(pick one)

- Minimal: The work is sedentary. Typically, the employee sits comfortably to do the work. However, there may be some walking; standing; bending; carrying of light items, such as papers, laptop bag, or small parts; or driving an automobile. No special physical demands are required to perform the work.
- Moderate: The work requires some physical exertion, such as long periods of standing; walking over rough, uneven, or rocky surfaces; recurring bending, crouching, stooping, stretching, reaching, or similar activities; or recurring lifting of moderately heavy items, such as tables, equipment, and medium-sized parts. The work may require specific but common, physical characteristics and abilities, such as above-average agility and dexterity.
- High: The work requires considerable and strenuous physical exertion, such as frequent climbing of tall ladders, lifting heavy objects over 50 pounds, crouching or crawling in restricted areas.
- Extreme: The work requires peak physicality, highly specialized physical demands, defending oneself or others against physical attack or harm.

Work environment

(pick one)

- Everyday Risks/Discomforts: require normal safety precautions typical of such places as offices, meeting and training rooms, libraries, and commercial vehicles, e.g., use of safe work practices with office equipment,

avoidance of trips and falls, observance of fire regulations and traffic signals. The work area is adequately lighted, heated, and ventilated.

- Moderate Risks/Discomforts: require special safety precautions, e.g., working around moving parts, carts, or machines; exposure to contagious diseases or irritant chemicals. Employees may be required to use protective clothing or gear, such as masks, gowns, coats, boots, goggles, gloves, or shields.
- High Risks/Discomforts: exposure to potentially dangerous situations or environmental stress that require a range of safety and other precautions, e.g., working at great heights under outdoor weather conditions.
- Extreme Risks/Discomforts: exposure to dangerous situations and/or significant environmental stress, subject to possible physical attack/harm, or similar situations where conditions cannot be predicted or controlled, e.g., working in scenes of natural/human-made disasters.

Travel requirements

- Rarely Occasionally Frequently Regularly travels locally regionally nationally

Hours required

- Rarely Occasionally Frequently Regularly required to work outside of typically expected schedule

ACKNOWLEDGMENT OF EXPECTATIONS

I have read and understand the essential functions of this position, including the necessary capabilities, and can perform these with or without reasonable accommodation. I understand that I can request a reasonable accommodation, should one be necessary for me to carry out the essential functions of this position. I acknowledge that my job may change on a temporary or regular basis according to the needs of my location or team without being specifically included in this job description. I agree to discuss any questions about my job duties with my immediate supervisor. I further understand that future performance evaluations are based on my ability to perform the essential functions of my job and to fulfill performance expectations to the satisfaction of my immediate supervisor.

Employee Name

Employee Signature

Date