

## LINN COUNTY CLASSIFICATION

**TITLE: HEALTH SERVICES ADMINISTRATOR**

**NUMBER: 790**

**APPROVAL ORDER NUMBER: 2016-253**

**PAY RANGE: 31**

**DATE: JULY 20, 2016**

**CATEGORY: MANAGEMENT/EXEMPT**

GENERAL STATEMENT OF DUTIES/JOB OBJECTIVES: Lead, manage and direct the County Department of Health Services which includes the Public Health, Environmental Health, Mental Health Services; Alcohol and Drug Treatment and Developmental Disabilities programs. Perform and administer all duties and activities required by Oregon Revised Statutes [and Oregon Administrative Rules](#) for the position of Public Health Administrator and Mental Health Program Director.

SUPERVISION RECEIVED: Works under the administrative direction of the Board of Commissioners who provides general policy and program guidelines and evaluates performance through conferences and observation of results obtained.

SUPERVISION EXERCISED: Exercises administrative supervision over the employees in the Department of Health Services; selects new personnel, provides for training, evaluates performance, responds to grievances and recommends personnel transactions

ESSENTIAL FUNCTIONS: A person employed in this classification must possess the capability to perform the following duties to be considered for and remain in this position. The duties are essential functions requiring the critical skills and expertise needed to meet job objectives. Additional specific details of these essential functions may be provided by the specific office or department job announcement, if applicable.

1. Provide direction to Department staff in all program and activity areas through the established administrative structure, delegation of authority, reviews of reports and day-to-day supervision of managers. Prepare or provide for the preparation of reports and recommendations on matters affecting the Department.
2. Establish, cooperatively with Department Managers, annual goals and objectives for each program to coincide with the responsibilities defined by the Oregon Revised Statutes, Administrative Rules and the Board of County Commissioners. Serve as an agent of the State Public Health and Health Services Divisions in providing services and enforcing health laws and rules; performs related duties as required by law.
3. Direct all Department personnel; counsel supervisory staff on employee relations and manage personnel problems in compliance with existing personnel law, County personnel policies and union contract(s) in force.
4. Work with the Board of Commissioners in developing work programs, budgets and evaluations as they relate to the Department. Recommend selection of sub-contractors who provide services to targeted service populations; responsible for negotiating and monitoring of such providers.
5. Represent the County at meetings and conferences with local, State and/or Federal groups and agencies for matters related to public health and [behavioral](#) health. Develop

community and financial support sources for programs. Seek and draw upon other public and volunteer organizations for services, consultations and/or skills as they relate to various program needs.

6. Maintain an awareness of new legislation or statutes, Administrative Rules, techniques and procedures used in providing the Department's program related services; provide recommendation on legislation or statute revisions as required.
7. Maintain effective relationships with the coordinated care organization (CCO) in order to sustain and enhance Medicaid based services that have transitioned or will transition from County oversight to coordinated care entity. Evaluate and pursue opportunities for innovative health services practices and service delivery under Oregon's Health Transformation. Ensure organizational service delivery accountability under CCO performance based contracts.
8. Develop and maintain effective, harmonious and reasonable work relationships with others.
9. Maintain regular and predictable work attendance.

**OTHER FUNCTIONS:** This classification covers the most significant essential functions performed by an employee in this position but it does not include other occasional work which may be similar to, related to or a logical assignment of this position. Any one position in this classification may be assigned some or all of the duties listed under essential functions or that arise as other functions. The balance of the various duties, responsibilities and/or assignments of this position may change from time to time based upon management's decisions on how to best allocate resources. Any shift, emphasis or rebalancing does not constitute a change in the essential functions of the job classification.

**RECRUITING REQUIREMENTS:** (Additional specific details may be provided by the specific office or department job announcement, if applicable).

**KNOWLEDGE, SKILL AND ABILITY:** Extensive knowledge of principles, methods and techniques of effective administration, budgeting, accounting and office management; thorough knowledge of methods, principles, techniques and materials or equipment used in providing public health and mental health services; considerable knowledge of organization, policy, rules and regulations for public health and [behavioral](#) health programs as set forth by the [Oregon Department of Human Services and the Oregon Health Authority, Public Health](#) and Health Services Divisions; ability to plan for, coordinate and direct professional, technical and clerical staff in providing public health and behavioral health services; ability to develop, direct and administer effective public health and behavioral health programs; ability to give performance evaluation on subordinate staff and to handle grievance and disciplinary problems; ability to establish and maintain effective working relationships with agency personnel, county officials, volunteer organizations and the general public; ability to prepare clear and concise reports and recommendations; ability to interpret and apply laws and policies to specific problems relating to local health and [behavioral](#) health program activities.

EXPERIENCE, EDUCATION AND TRAINING: Six years of responsible administrative experience in public health [and/or behavioral](#) health programming including two years in supervisory experience; and completion of a Master's Degree from an accredited college or university in public health administration, public administration, nursing, special education, or a related health, behavioral or social science; or any satisfactory equivalent combination of experience, education and training which demonstrates the ability to perform the work described.

NECESSARY SPECIAL QUALIFICATIONS: Possession of a valid motor vehicle operator's license and an acceptable driving record at the time of appointment may be a condition of employment.

PHYSICAL DEMANDS AND WORK ENVIRONMENT: Work is generally performed indoors in multiple offices or clinic settings. Work may also involve travel to various community agencies, client homes and schools throughout the County. Work involves a significant amount of locomotion including operation of a motor vehicle and movement from the vehicle to the office, clinic, community agency or school. Requirements include the ability to see, talk and hear, sit stand and walk, bend and stoop, use hands to handle or operate objects, tools or controls, including use of a computer keyboard; reach with hands and arms and lift or move thirty (30) pounds.