

Community Health Services Administrator

Dept/Div: HHS

FLSA Status: *Exempt*

General Definition of Work

Performs difficult professional work planning, evaluating, directing and implementing public health and public health programs; interprets and implements federal and state laws related to public health, and related work as apparent or assigned. Work is performed under the general direction of the Health and Human Services Director. Continuous supervision is exercised over assigned staff.

Qualification Requirements

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Essential Functions

- Assists in the development, monitoring and maintenance of program budgets.
- Develops and evaluates service and performance outcomes; develops and implements measurement standards and tools; develops, submits and complies with Family Health Work Plans.
- Prepares annual report County resident public health services uses for the MN Department of Health and the community health board; provides information to the community health board on health care policies, actions and delivery.
- Works with other local government entities and community groups on issues related to environmental health, infection control and emergency response.
- Ensures public health issues, disease outbreaks and public health emergencies are handled in accordance with state and local laws.
- Provides information to the County Board and Advisory Committee regarding public health services.
- Prepares ordinances and policies on public Pre-issues for the community health board or County Board.
- Makes presentations regarding public health programs to civic, school, health and other organizations.
- Prepares provides information regarding public health issues, develops brochures related to public health as necessary.
- Assesses and monitors community health needs; assures services, programs and objectives are provided and achieved and meet legal and professional standards.

Knowledge, Skills and Abilities

Comprehensive knowledge of public health administration; thorough knowledge of public health related policies, procedures and methods; thorough knowledge of Minnesota Statutes related to public health; thorough knowledge of Health Family America Standards and related policies and initiatives; thorough knowledge of state and local reporting requirements; thorough knowledge of current trends and community health resources; thorough knowledge of standard office equipment; thorough knowledge of standard office software; ability to make arithmetic computations, compute rates and percentages and understand governmental accounting; ability to communicate effectively with co-workers, supervisors, elected and appointed officials, state officials, other agencies, and the public.

Education and Experience

Bachelor's degree in nursing, or related field and considerable experience in administrative or supervisory public health, or equivalent combination of education and experience.

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Physical Requirements

This work requires the occasional exertion of up to 25 pounds of force; work regularly requires sitting, speaking or hearing and using hands to finger, handle or feel, frequently requires standing, walking, reaching with hands and arms and repetitive motions and occasionally requires climbing or balancing, stooping, kneeling, crouching or crawling, tasting or smelling, pushing or pulling and lifting; work has standard vision requirements; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to receive detailed information through oral communications and/or to make fine distinctions in sound; work requires preparing and analyzing written or computer data, operating motor vehicles or equipment and observing general surroundings and activities; work occasionally requires exposure to blood borne pathogens and may be required to wear specialized personal protective equipment; work is generally in a moderately noisy location (e.g. business office, light traffic).

Special Requirements

Public Health Nurse Certification
Registered Nursing License
Valid driver's license.