



Position Title:	Deputy Director of Administrative Services		Position #:	6111/6551
Agency Unit:	Division of Administrative Services	Reports to:	Director of Administrative Services	
Employment Status:	Full Time	Pay Grade:	\$23.00 - \$36.00 per hour	FLSA Status: Exempt

Position Summary: Provides support to the Director of Administrative Services for planning, implementing, managing, evaluating, and reporting for ongoing and new projects in the Division of Administrative Services. Assists the Directors', Health Commissioner and/or Administrator in the operations and strategic planning of the department as it relates to budget planning, fiscal and resource planning/administration, human resource utilization, policy administration and coordination of activities with other departments and administration.

Essential Duties: Promotes and supports population health by providing a variety of clerical, administrative and technical support services such as basic bookkeeping, recordkeeping, and providing specialized, technical, program, or Department specific information to internal and external customers; billing insurance companies; answering phones; scheduling appointments; interviewing internal and external customers to establish services needed; establishing and maintaining data files.

Analyzes, reviews, processes, and accounts for department expenditures and receipts. Monitors allocations and appropriations. Monitors revenue records and audits daily pay-in and receipts. Maintains petty cash accounts. Uses an accounting software to prepare the department payroll and various personnel reports. Prepares other fiscal action forms as appropriate. Maintains fiscal files (automated and manual), supporting documentation, and related material. Responsible for preparation of all department budgets and monitoring of all revenue and expenditures for compliance with budget goals including the annual budget for the budget commission.

Assists with compiling fiscal information and developing the proposed annual budget. Prepare the budget after final review by the department Directors and Health Commissioner. Advises others on fiscal and budgetary matters. Makes necessary changes to the budget throughout the year (revenue/appropriations) as needed and prepare the appropriate fiscal action forms for the county Auditor's office.

In collaboration with the Director of Administrative Services, develops, implements and enforces agency financial policies and procedures as approved by the Crawford County Board of Health.

Assists with the preparation and analysis of annual financial reports, ensuring they are accurate and comply with regulations.

Reviews all invoices for payment, including appropriate support documentation, and coding for payment processing. Assures expedient filing for error avoidance and quick retrieval. Reviews prior year financial activities for accuracy and completion, in conjunction with outside auditors. Prepares needed fund account journal entries for error corrections.

Conducts periodic analysis of fee generating activities for appropriate rate setting.

Collaborates on a system for processing of all contracts entered into by CCPH. Assures appropriate programmatic review, budget development, legal review, and Board of Health review. Assures contract compliance of contractor and contractee. Oversees reimbursement request preparation to obtain revenues. Maintains a system to ensure contract renewal at correct intervals.

Assures ongoing operation of telephone communication system, computers and computer network system. Responsible for oversight of Central Supply and switchboard functions.

Assures compliance with the State of Ohio Records Commission regulations for retention and destruction of all agency records.

When requested by the Director of Administrative Services, prepares fiscal resolutions for the Board. Assist with various resolutions for the Board of Health, and compile reports and information as necessary for monthly board meetings.

Assists the Directors' grant fiscal management to include responsibility for preparation and submitting of the grants application budgets quarterly reporting, purchasing, budgeting, and inventory as well as final reports and maintaining grant flexibility.

Performs clerical duties (e.g. prepares letters, documents and reports, processes outgoing mail, sorts incoming mail, files documentation, performs receptionist duties, answers phones, organizes meetings, orders office supplies and equipment, data entry into various department data bases)

Represents the agency at all audits. Develops appropriate corrective action to maintain compliance with all county, state and federal funding. Responsible for maintaining liability insurance and risk management.

Processes various licenses, registration and other permits in accordance with state and federal regulations, and completes related reports to the appropriate State or County Office.

Maintains the records for the departments' inventory and fixed assets.

Performs supervisory functions including staffing, training and orientating new employees. Assigns, reviews and directs work. Evaluates performance, initiates disciplinary actions, and responds to grievances.

Will serve as a deputy registrar to assist in the administration of the statewide gathering, recording, verification and storage of all vital statistics (birth & death certificates, burial permits, etc.).

Minimum Qualifications:	Associate degree in business administration or a similar program. Minimum of five (5) years of experience in accounting, office management and system support. Must have a minimum of two (2) years of supervisory experience. Must hold a valid Ohio Driver's License, have use of a reliable, safe vehicle for work use and maintain current automotive insurance coverage.
Key Competencies: Analytical/ Assessment Skills:	<ul style="list-style-type: none">• Adheres to, employs and ensures ethical principles in the collection, maintenance, use, application and dissemination of data and information• Integrates the findings from quantitative and qualitative data into organizational operations• Knowledge of the core functions and essential services of public health, public health principles and disease process.• Knowledge of general office principles and practices.• Knowledge of software applications relative to the position assignment.• Knowledge of basic accounting and mathematics.• Knowledge of proper English grammar, usage and spelling.• Knowledge of action tracking on specific work assignments or other items related to work position.• Keyboarding skills. Ability to type 45 words per minute.• Ability to keep accurate reports and records.• Possesses organizational skills.• Customer service skills – in person and via telephone (discretion, patience, etiquette, professionalism).
Policy Development Program Planning Skills:	<ul style="list-style-type: none">• Implements plans and programs consistent with policies• Implements organizational and system-wide strategies for continuous quality improvement• Integrates emerging trends of the fiscal, social and political environment into public health strategic planning
Communication Skills:	<ul style="list-style-type: none">• Communicates in writing and orally, in person, and through electronic means, with linguistic and cultural proficiency• Applies communication and group dynamic strategies in interactions with individuals and groups• Ensures that the public health organization seeks input from other organizations and individuals• Ensures a variety of approaches are considered and used to disseminate public health information• Interprets demographic, statistical, programmatic, and scientific information for use by professional and lay audiences
Cultural Competency Skills:	<ul style="list-style-type: none">• Ensures that there are strategies for interacting with persons from diverse backgrounds• Ensures the consideration of the role of cultural, social, and behavioral factors in the accessibility, availability, acceptability and delivery of public health services

**Community
Dimensions of
Practice Skills:**

- Uses group processes to advance community involvement
- Establishes linkages with key stakeholders
- Maintains partnerships with key stakeholders
- Negotiates for the use of community assets and resources through MOUs and other formal and informal agreements
- Evaluates the effectiveness of community engagement strategies on public health policies, programs, and resources

**Public Health
Sciences Skills:**

- Applies the basic public health sciences (including, but not limited to biostatistics, epidemiology, environmental health sciences, health services administration, and social and behavioral health sciences) to public health policies and programs
- Integrates a review of the scientific evidence related to a public health issue, concern, or, intervention into the practice of public health
- Establishes partnerships with academic and other organizations to expand the public health science base and disseminate research findings
- Incorporates the Core Public Health Functions and Ten Essential Services of Public Health into the practice of the public health sciences
- Due to the need for all Health Department personnel to respond to public health emergencies, the employee must be assessed for his/her ability to meet the physical demands of performing the following activities:
 - Must be able to be fitted and wear NIOSH 95 mask.
 - Engage in the following movements: Climbing, balancing, stooping, kneeling, crouching, reaching, standing, walking, lifting, fingering, grasping, feeling and writing and repetitive motions.
 - Exert up to 30 pounds of force occasionally, and/or a negligible amount of force constantly to move objects.
 - Hearing ability sufficient enough to communicate with others effectively in person and over the phone.
 - Visual ability must be sufficient enough to read typewritten documents, computer screen and drive a car.

**Financial Planning
and Management
Skills:**

- Demonstrates competency of bookkeeping and accounting theory, principles and practices as applied to governmental accounting
- Thorough knowledge of federal and state grant reporting requirements and procedures and auditing guidelines
- Applies basic human relations skills to internal collaborations, motivation of colleagues, and resolution of conflicts
- Manages partnerships with agencies within the federal, state, and local levels of government that have authority over public health situations or with specific issues, such as emergency events
- Finalizes and approves contracts and other agreements for the provision of services
- Evaluates program performance.
- Uses evaluation results to improve performance.
- Ensures that programs are managed within current & forecasted budget constraints.

**Leadership and
Systems Thinking**

- Incorporates ethical standards of practice as the basis of all interactions with organizations, communities, and individuals

- Skills:**
- Integrates systems thinking into public health practice
 - Advocates for individual, team and organizational learning opportunities within the organization
 - Promotes mentoring, peer advising, coaching or other personal development opportunities for the public health workforce, including him or herself
- Work Environment:**
- General office setting in health department facilities, as well as community sites including clients' homes and workplaces.
 - Work performed in the community is sometimes subject to conditions that range from inclement weather to dangerous conditions such as snow/ice, cold, heat, noise, wetness/humidity, sudden temperature changes, and poor illumination at the job site or due to travel on the job. Travel to and from field locations may subject worker to increased risk of driving hazards. Community locations may subject worker to communicable diseases, insects and other disease vectors, toxins, hazardous materials, chemicals and animals.
 - In all settings, employees in this classification may occasionally need to relate to members of the public who exhibit challenging, atypical or hostile behaviors and/or communication.
- Physical Demands:**
- The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of the position. While performing the duties of this position it is regularly required to sit and write, to operate a computer and printer, fax machine, photocopier, calculator and use telephone communication devices. The employee must be able to sit and drive a car to transport him/herself to meetings or other offices. Must be able to walk around the office, up and down stairs, and be able to do light lifting.
- Confidentiality:**
- CCPH employees may have access to or be required, as part of the duties of this job, to view, use, and/or be aware of certain protected health information or other facts about individuals that are of a highly personal and confidential nature. Employees must follow and adhere to all HIPAA and CCPH confidentiality and privacy policies and practices. Employees may also be required to follow additional confidentiality policies or practices required by certain programs or business units.
- Safety:**
- CCPH promotes a safe work environment. Employees must follow all safety policies and procedures to ensure an accident-free workplace.
- Mental Demands:**
- Must be able to assume a wide range of responsibilities, to work with staff who vary in their work styles, and to work under pressure. Willingness to work irregular/extra hours, evenings, weekends, and travel in or out of state as necessary. Provide timely response to requests and deadlines. Receive, process, and provide visual, verbal, and written information.

**Job Performance
Evaluation:**

- The employee will be evaluated at least annually, but more often if performance warrants it.

The above statements are intended to describe the general nature and level of work being performed by people assigned to this position. They are not intended to be interpreted as an exhaustive list of all responsibilities, duties, and skills required of personnel assigned to this position.

This position description has been reviewed with me.

Employee:

Name	Title	Date
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Supervisor:

Name	Title	Date
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