

IMPERIAL COUNTY

CLASS TITLE: ADMINISTRATIVE MANAGER - PUBLIC HEALTH

BASIC FUNCTION:

Under the direction of the department director or designee, plan, organize and direct the administrative support activities of the Public Health Department including accounting, payroll, purchasing, information technology and electronic health maintenance coordination, records management, budget, grant management, personnel, maintenance, and other administrative functions; supervise and evaluate the performance of assigned staff; provide fiscal support to other divisions.

REPRESENTATIVE DUTIES:

Plan, organize and direct administrative services for the Public Health department including budget preparation and administration; fiscal functions including payroll, accounts payable, accounts receivable and fiscal office operations; purchasing; grant development and administration; and personnel processes; assist in evaluating and coordinating overall fiscal and administrative operations of programs and services; assist in establishing goals and objectives.

Coordinate with central information technology for embedded information technology support staff; coordinate health information management and records management and retention.

Plan and coordinate the preparation of the annual department budget; assure budget submissions meet applicable policies and procedures; prepare a variety of budget documents including status reports, requests for staffing and justifications for major purchases; monitor, maintain, and modify budget accounts as necessary; advise department management on budget status.

Supervise professional, technical, maintenance, and administrative staff providing a wide range of general office and accounting support for management, grant management, and supply management; train and evaluate subordinate employees; participate in the hiring process.

Prepare fiscal administrative reports including monthly, quarterly, and year-end reporting of revenues and expenditures; submit financial statements and coordinate accounting functions with County auditing and administrative offices; prepare and distribute financial records and report to outside agencies as required.

Manage preparation of grant applications and reporting, and monitor grant revenues and expenditures; write and distribute grant reports to appropriate agencies; assure expenditures meet grant parameters and make recommendations when revisions to expenditures are required; prepare and submit claims for MediCal/Medicaid, private insurance and state and federal funding.

Assist with the personnel activities of the department; monitor staffing needs and request recruitment activities as needed; serve as liaison between Public Health Department and Human Resources; oversee processing of personnel forms for new hires, promotions, terminations, evaluations, merit increases, injury reports, worker's compensation claims, and related matters.

Administer the payroll process, including payroll preparation, review, and submission; generate reports, and statistics relating to personnel costs; assure proper distribution of personnel charges to programs and accounts.

Plan, organize and direct financial record-keeping, reporting and related auditing functions to assure accurate and timely accounting and reporting of Department funds and budgets; review and analyze financial statements, records, and reports to assure compliance with established guidelines, procedures, and Governmental Generally Accepted Accounting Principles.

Plan and forecast revenues; analyze planned expenditures and actual expenses to determine status of accounts and the need to revise expenditure patterns; advise managers on necessary changes to expenditures.

Review and authorize requisitions and purchase orders to assure budgetary control; oversee the purchasing process for the department; assure purchases and expenditures meet mandates and policies.

Coordinate the maintenance of facilities and equipment; review cost estimates for equipment installation, repair of facilities and/or equipment, acquisition and disposal of vehicles, and general maintenance of offices and buildings; approve requisitions for labor, equipment, and repair.

Prepare cost estimates for and negotiate contracted services; implement procedures for cost allocation and direct and indirect cost tracking.

Maintain current knowledge of laws, codes, rules, regulations, and pending legislature related to assigned programs and functions; modify programs, functions, and procedures to assure compliance with local, State, and Federal requirements as necessary; keep staff current regarding policy and procedure changes.

Communicate with administrators, personnel, and outside organizations to exchange information, coordinate activities and programs, and resolve issues or concerns; confer with Auditor's Office, and State, Federal, and County officials regarding budgetary and other financial issues.

Attend and conduct a variety of meetings; represent the department in meetings; prepare and delivers oral presentations concerning assigned programs and functions.

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Governmental budgeting, accounting and fiscal management functions.
- Research methodology and statistical collection and presentation.
- Report writing guidelines and techniques.
- Principles and practices of, supervision and training.
- Budget preparation and control.
- Financial and statistical record-keeping techniques.
- Preparation of financial statements and comprehensive accounting reports.
- Grant administration and federal and state claiming procedures.
- Principles of program management.
- Applicable laws, codes, regulations, policies and procedures.
- General practices and procedures involved in the review, evaluation, maintenance and adjustment of funds, budgets and accounts.
- Interpersonal skills using tact, patience and courtesy.
- Operation of a computer and assigned software.

ABILITY TO:

- Plan, organize, supervise, and review the work of assigned staff.
- Analyze data and present ideas and information effectively, both orally and in writing.
- Prepare financial reports in an accurate and timely manner.
- Identify problems, select and develop solutions, and recommend alternatives to achieve departmental objectives.
- Consult with and advise managers on a wide range of fiscal related subjects.
- Understand, interpret, and apply laws, rules, and regulations relating to area of responsibility.
- Utilize interpersonal skills effectively.
- Establish and maintain effective working relationships with others.
- Meet schedules and deadlines.
- Oversee the review, evaluation, maintenance, and adjustment of funds, budgets, and accounts.
- Communicate effectively both orally and in writing.
- Interpret, apply, and explain rules, regulations, policies, and procedures.
- Operate a computer and assigned office equipment.
- Work independently with little direction.
- Prepare comprehensive narrative and statistical reports.
- Direct the maintenance of a variety of reports, records, and files related to assigned activities.

EDUCATION AND EXPERIENCE:

Graduation from an accredited college or university with a major related in accounting, public administration, or business administration and three (3) years of experience performing a broad range of professional fiscal and administrative duties that included general administration, fiscal, budget, and statistical analysis.

LICENSES AND OTHER REQUIREMENTS:

Valid California Driver's License.

WORKING CONDITIONS:

ENVIRONMENT:

- Office environment.
- Driving a vehicle to conduct work.

PHYSICAL DEMANDS:

- Dexterity of hands and fingers to operate a computer keyboard.
- Hearing and speaking to exchange information and make presentations.
- Sitting or standing for extended periods of time.
- Seeing to read a variety of materials.