

FINANCE & ADMINISTRATIVE SERVICES DIRECTOR**GENERAL SUMMARY**

Primary function of the job is to oversee all financial aspects of the Health Department program budgets and to support an effective and efficient administrative staff supporting the mission of the Health Department. Employees in this position provide professional assistance and expertise to the Health Department Health Officer on all activities, functions, and policies related to the Health Department and will formally supervise or lead the work of other department staff.

Employees must meet the minimum requirements, conditions of employment, and be able to successfully perform all essential duties and responsibilities with or without reasonable accommodations.

This position may require irregular hours. It will also require travel by the employee in the employee's own vehicle or other means of transportation.

PRIMARY DUTIES AND RESPONSIBILITIES (may include but are not limited to the following)

- Acts as first line supervisor for designated staff and indirect manager of all staff within both divisions, including interviewing and selecting of job applicants, training, overseeing work, and establishing and evaluating appropriate performance standards in accordance with the departments and County's objectives.
- Serves as a primary grant writer for the health department and lead for grant budget development.
- Performs complex and varied financial strategic planning, budgeting, and forecasting revenues and expenditures, which includes monitoring financial outcomes; providing timely financial analysis and direction; maintaining and adjusting cost allocation plans.
- Plans, develops, administers, and assumes the leadership of the
- Accounting/Finance Staff for the Health Department. Provides leadership and support to all health department divisions.
- Responsible for preparing and administering the budget and financial reports in conjunction with the Health Officer and Division Directors.
- Assists with the strategic planning processes for the health department. Develops and implements goals and direction for the Administrative and Finance Division.
- Directs office management services in functions such as inventory control, correspondence, purchasing and reporting.
- Determines the need for resources, availability, and appropriateness to fit with the overall objectives and needs of the Health Department.
- Formulates and directs day-to-day operating fiscal and administrative policies and procedures for health department staff; Assures adherence to agency policies.
- Communicates and collaborates with local, state, and federal agencies regarding public health issues, disease reports, program changes, policy development, new laws, financial reports, and related items.
- Participates in and/or reports to a variety of meetings, committees, professional associations, Boards, and/or other related groups.

- Conducts or oversees a variety of special projects, including research, data analysis, and reporting related to the department's function or mission.
- Under the guidance of the Health Department Health Officer, manages contracts with vendors and contractors.
- Develops requests for proposal/price packages, selects vendors/contracts, specifies contract terms, provides direction to, and oversees/evaluates the work of vendors/contractors.
- Monitors compliance with applicable contract and accreditation requirements to maintain funding of applicable programs. Interprets and implements federal and state funding rules and regulations as they apply to the Health Department programs and operations. Serves as the acting Health Officer in his/her absence.

EDUCATION, FORMAL TRAINING, AND EXPERIENCE (minimum requirements)

- Bachelor's Degree in Finance, Accounting, Public Administration, Public Health or another related field required. Master's Degree highly preferred.
- Four to six years of directly related, progressively responsible experience, including at least one year of supervisory or managerial experience.
- Experience in writing and researching grants is highly preferred.
- Experience handling complex budgets with multiple funding sources and cost allocations required.
- Experience in public accounting or in a health setting preferred.

CERTIFICATIONS, LICENSES

- Requires a valid driver's license and personal vehicle insurance and must maintain eligibility to drive as per the County's Vehicle policy.

CONDITIONS OF EMPLOYMENT (minimum requirements - legal or contractual pre-employment obligations and/or requirements, such as drug testing, background check, etc.)

A background check may be required initially and periodically for an individual hired, transferred, reclassified, promoted, or currently working in this job. Appointment to or continued employment in this job is contingent upon a satisfactory background check which may include but is not limited to confirmation of a persons' identity; review of criminal conviction records; verification of educational degree, license, or certificate required for the position; review of Department of Motor Vehicles records; Department of Justice fingerprint scan; and/or drug and alcohol testing as required and allowable by law. A satisfactory background check is defined as the absence of a criminal history record which bears a demonstrable relationship to the applicant's or employee's suitability to perform the required duties and responsibilities of the position.

DISTINGUISHING CHARACTERISTICS

Work involves the development of new guidelines and techniques, establishing criteria or developing new information where guidelines may not exist for all situations and considerable independent judgment, personal discretion, and resourcefulness are needed to interpret circumstances, and to make decisions in major areas where there may be uncertainty in approach, methodology, and interpretation. Errors at this level could lead to extraordinary costs, major litigation, destruction of property, loss of funding, or failure of the agency to accomplish its mission and may require the intervention of the County's senior executives to resolve or may not be resolvable.

PHYSICAL DEMANDS, WORK ENVIRONMENT, AND OTHER REQUIREMENTS

- May be required to climb or balance; reach with hands and arms; sit; stand; stoop, kneel, or crouch; talk and hear; smell; use hands to finger, handle, or feel.
- May occasionally be required to lift/move up to 25 pounds.

KNOWLEDGE, SKILLS, ABILITIES, COMPETENCIES (minimum requirements)

- Advanced proficiency in English grammar, spelling, punctuation, and simple mathematical functions such as addition, subtraction, multiplication, division, percentages, ratios, etc.
- Ability to research, identify and apply for necessary grants for the health department.
- Considerable knowledge of governmental accounting, budgeting, financial management, and procurement, especially related to the health department.
- Advanced knowledge of federal, state and local legislation, regulations, and ordinances relevant to the health department
- Advanced knowledge of the procedures, policies, practices, and fields of knowledge specific to the health department including thorough knowledge of modern public health principles, practices, and techniques.
- Knowledge and ability to use a personal computer to prepare reports, maintain records, search for and compile data.
- Advanced interpersonal skills necessary to develop and maintain effective and appropriate working relationships with customers, co-workers, and representatives of other agencies.
- Knowledge of supervisory and employee management principles, as well as knowledge of labor relations and union contract negotiations.
- Knowledge of applicable employee rights, protections and avenues of appeal.
- Knowledge of applicable policies and procedures governing the hiring, employment and separation of employees.
- Skill in assigning, prioritizing, monitoring, and reviewing work assignments.
- Skill in mentoring and training employees with varying educational backgrounds and aptitudes.
- Skill in anticipating potential personnel issues and taking appropriate action.



Grand Traverse County, MI Job Description

- Skill in crisis management, including the management of critical incidents.
- Ability to take initiative and drive organizational excellence.
- Ability to develop and implement managerial policies and prioritize the needs of the department.
- Ability to facilitate meetings and training sessions effectively and efficiently.
- Ability to think analytically and apply sound judgment, solve problems, make effective decisions, and act with integrity.
- Ability to represent the County appropriately and effectively at a variety of community events and activities in support of positive public relations initiatives and develop liaison relationships between the community and the County.
- Ability to use sound judgment to detect unusual, harmful, or emergency situations and act accordingly
- Ability to comprehend, process and apply both verbal and written skills appropriate to the job
- Ability to apply and tactfully enforce complex rules, regulations, policies, and procedures
- Ability to consistently demonstrate sound ethics and judgment
- Ability to maintain the confidentiality of information and professional boundaries