



## CLASS SPECIFICATION

Class Code: 60000629  
Date Established: 03/1985  
Last Reviewed: 06/2022  
Last Revised: 06/2022  
Last Title Change:  
FLSA: Exempt  
Probation: 12 Months

### ADMINISTRATIVE HEALTH SERVICES OFFICER

#### **DEFINITION**

Under general direction, plans, organizes, and directs the Administrative Health Services Division; oversees the fiscal operations, and supports the administrative and operational functions of the Health District, and performs related work as required.

#### **EXPERIENCE AND TRAINING REQUIREMENTS**

A bachelor's degree from an accredited college or university in health or environmental sciences, business administration, public administration, or a related field and five years of progressively responsible experience in administrative management which included budget administration, financial management, and supervisory duties; OR an equivalent combination of training and experience.

#### **LICENSE OR CERTIFICATE**

None.

#### **SUPERVISION EXERCISED**

This is a full supervisory classification for formulating and administering various Health District programs, fiscal services, administrative, facility, and technology support services, and the Health District budget.

#### **EXAMPLES OF DUTIES** *(The following is used as a partial description and is not restrictive as to duties required.)*

Supervise assigned staff, which includes participating in staff selection; providing training in proper work methods and techniques; assigning and reviewing work; conducting performance evaluations; implementing discipline and conflict resolution procedures when necessary.

Direct staff development and training to ensure compliance with core County Human Resources and Health District training requirements.

Assist with the District Board of Health meeting processes.

Coordinate Health District fiscal services, review, monitoring, and controls, including maintenance of financial records and preparation of financial reports, working with other District Staff as necessary.

Oversee contracts and agreements with other agencies, vendors, medical providers, and professional personnel, ensuring compliance with the District Board of Health's policies and requirements.

Coordinate the fiscal management of Health District grants, including the transmittal letter, application packages, project assurances, financial reports, and related audits.

Direct the collection of revenues from grants/contracts, service charges, and permit fees.

Develop, implement and monitor fiscal policies and procedures ensuring the efficient and accurate fiscal operation of the District and fiscal compliance with Federal, State, and County requirements.

Ensure compliance with established budget guidelines, using automated budget and fund accounting systems, to monitor expenditure reports and other accounting records; work with Division Directors to implement budget requests, resolve discrepancies, irregularities, and potential over expenditures.

Research, compile, analyze and interpret financial information and statistics for preparation and administration of the Health District budget and to ensure cost effective government services for the public.

Analyze the productivity and operational performance of programs and divisions to ensure cost-effective operations, appropriate cost recovery of expenses, and efficient delivery of services to the public.

Oversee and provide staff and/or professional services support to maintain and update the facility, technology, furnishing, safety and security needs of the Health District.

Liaison with Washoe County for coordination and direction of services provided by County departments and personnel to support the Health District.

Prepare and present written and oral reports containing detailed findings and recommendations to address administrative problems, improve services and operations and evaluate functions and programs.

Assist implementation of performance management and process improvement initiatives of the Health District.

Oversee the personnel services for all the Divisions including preparing and monitoring requisitions for recruitment, processing personnel action forms for merit increases, promotions, resignations, transfers, and health benefits.

Represent the Health District with District Board of Health, other government agencies, the State Legislature, community groups, and the general public.

Ensure that assigned staff performs assignments in a safe and prudent manner that does not expose them or others to unnecessary harm or risk of on-the-job injury.

## **JOB RELATED AND ESSENTIAL QUALIFICATIONS**

**Full Performance** *(These may be acquired on the job and are needed to perform the work assigned.)*

### **Knowledge of:**

District/division policies and procedures.

Countywide personnel policies such as, sexual harassment, discrimination, and EEO.

Computer software specific to the District/division.

Principles and practices of public health programs.

Programs and services offered by a public health district.

Washoe County budget and finance policies and procedures.

### **Ability to:**

Plan, coordinate, and direct the full scope of administrative and fiscal operations of the Washoe County Health District.

**Entry Level** *(Applicants will be screened for possession of these through written, oral, performance, or other evaluation methods.)*

### **Knowledge of:**

60000629 (Administrative Health Services Officer)

Principles and practices of financial management, revenue forecasting, and governmental accounting and budgeting.

Contractual agreements and grant administration.

State and federal laws and regulations relating to grants and cooperative agreements.

Research and forecasting methods and procedures.

Research techniques, statistical and administrative data collection, analysis and report preparation.

Principles of public personnel administration.

Principles and practices of supervision.

**Ability to:**

Plan, coordinate, manage, and supervise assigned programs, fiscal services, and administrative functions.

Provide supervision, training, and work evaluation for assigned staff.

Evaluate work priorities, procedures, and processes to determine their effectiveness and efficiency.

Analyze situations and recommend appropriate actions.

Develop and implement work efficiency methods and procedures.

Analyze and evaluate financial data, research and gather appropriate information; perform a variety of complex financial and accounting analyses.

Make mathematical calculations quickly and accurately.

Interpret, explain, and apply a variety of policies, rules, procedures, and regulations.

Communicate effectively both orally and in writing.

Effectively represent the Health District in contacts with other agencies and the public.

Establish and maintain cooperative working relationships with others contacted during the course of work.

**SPECIAL REQUIREMENTS**

*(Essential duties require the following physical skills and work environment.)*

Ability to work in a professional office environment. Ability to use office equipment including computers, telephones, calculators, copiers, and FAX.

*This class specification is used for classification, recruitment and examination purposes. It is not to be considered a substitute for work performance standards.*