

Health District

OF NORTHERN LARIMER COUNTY

Position Description

Position Title Deputy Director of Administration

Salary Level/Grade E2

Position Overview

Under direction of the Health District's Executive Director, the Deputy Director of Administration is a senior leader responsible for multiple departments throughout the organization, is accountable for financial plans and goals, has authority over procedures involving significant financial impact, and creates and directs long-term strategic plans to guide the direction for major initiatives. This positions plans, organizes and directs the overall shared infrastructure areas of the Health District's administration, and finance, including oversight of centralized resource and outcome management structures; monitoring and evaluating program and fiscal performance measures; and, Human Resources (HR), Information Technology (IT), Facilities and other internal support functions for the Health District. This position also leads interdepartmental collaboration to provide efficient delivery of public services and is a key representative with city, county, and private agency collaboration and partnerships.

Supervision and Fiscal Responsibilities

Provide leadership and direction to multiple teams through lower-level leadership and management. Develop mid to long-term talent plans to executive organization strategies.

Examples of Duties

- Oversee the activities of the Health District's Administration, Finance, Human Resources, Communications, and Support Service areas to ensure that all functions are successfully carried out in compliance with all federal, state, county, and municipal reporting requirements.
- Establish administrative controls and procedures for day-to-day operations and reporting compliance.
- Initiate and develop policies and make appropriate recommendations to the Executive Director and Executive Leadership team, including collaboration on annual changes to the Policy Manual.
- Provide oversight, direction, and support on contract development and compliance utilizing the development of policy and procedures which are based on principles of Government Accountability and consistent with regulatory and financial responsibilities.
- Establishes and maintains external relationships relating to operational, policy, and performance matters of the Health District, working with partners to further goals and objectives.
- Collaborate in coordinating and monitoring departmental strategic planning efforts including the Health District's Strategic Plan.
- Monitor, review and negotiate selected Health District contracts.
- Conduct and oversee the preparation of special reports or research projects to improve the operations of the Health District.
- Review personnel reports and participate in selected personnel panel, meet with staff and provide guidance on work, expectations, career development, issues, and advice on enhancing work performance, and related matters.
- Monitor the on-going status of the department and programs.
- Represent departments to create and inspire the organization's overall vision, mission, and strategic goals.
- Focus on translating corporate objectives into strategic business plans for the area of responsibility.

Health District of Northern Larimer County

Deputy Director of Administration

2

- Develop and maintain positive, professional, and productive relationships with consumers, the public, other agencies, co-workers, and supervisors.

Qualifications

- Master's degree or greater in Public Administration, Business, Public Health, or related field with 10-15 years of experience preferred.
- 5+ years of management experience.
- Bachelor's Degree in related field with 15-20 years of experience.
- Equivalent combination of education and experience level.

Knowledge, Skills, & Abilities

- Knowledge of Health and Human Services, Health Policy, and related issues.
- Knowledge of personnel management policies and procedures.
- Excellent verbal and written communication skills.
- Ability to effectively lead a team.
- Ability to create, evaluate, and amend internal policies and procedures.
- Ability to utilize modern technology for research, records and data collection and management.
- Ability to manage and analyze budgets and manage grants.
- Ability to analyze reports, both written and statistical.
- Ability to network among County Directors, the public, clients, and elected officials.
- Ability to represent the organization internally and externally.
- Ability to maintain professional, positive, productive relationships.
- Ability to effectively interact, work, and develop meaningful relationships with people of diverse backgrounds, including cultural, beliefs, customs, socioeconomic status, abilities, genders, and gender identities.

Work Environment

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Must have close visual acuity to perform activities such as: preparing and analyzing data and figures, viewing a computer monitor, extensive reading.
- Must be able to sit or stand for prolonged periods.
- Must have eye-hand coordination and manual dexterity sufficient to operate a computer keyboard, telephone, photocopier, and other office equipment.
- Must have the ability to move from place to place on the job.
- Must have the ability to communicate information and ideas verbally so others will understand.
- Requires reliable transportation; valid driver's license and auto insurance if reliable transportation is by personal automobile.
- Must comply with infection control policies for this position.

Equal Opportunity Employer - The Health District is committed to creating a diverse environment and is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, ethnic or national origin, ancestry, age, sex, pregnancy, disability, genetic information, veteran status, gender, marital status, sexual orientation, gender identity or expression, religion (creed), political beliefs, or any other characteristic protected by federal, state, or local laws.