



Public Health
Prevent. Promote. Protect.

PAWNEE COUNTY HEALTH DEPARTMENT

P.O. Box 150 • 715 Broadway, Courthouse • LARNED, KANSAS 67550

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ADMINISTRATOR

POSITION SUMMARY: This is a highly skilled and professional public health position, which assumes the overall direction, supervision, and management of the agency subject to the policy and approval of the County Commissioners. The Administrator works directly with the Medical Consultant in establishing medical and clinical program and procedures in which medical protocols are involved. The work involves planning, organizing, and directing the public health services, coordinating and networking with other organizations and services, developing and interpreting policies and procedures, and maintaining acceptable standards. Supervision is exercised over all employees of the agency. Although work is performed according to federal and state guidelines, the employee in this position must exercise considerable independent judgment when carrying out the responsibilities of the position. Work is reviewed by the County Commissioners or their designated representative, through conferences, reports, and evaluation of results obtained.

ESSENTIAL FUNCTIONS:

1. Establishes and administers the programs and services of the agency, within the parameters of the policy set by the County Commission, as well as applicable state statutes and federal regulations.
2. Ensures that an accurate record of all transactions of the agency, including clients served, dollars spent, activities completed and other pertinent statistics are kept.
3. Prepares the agency's annual operation budget, procures grants and private funds, and oversees and evaluates all contracts for services necessary to provide health programs.
4. Monitors expenditures and revenue. Reports challenges to the County Commissioners.
5. Develops on-going strategic planning procedures to collect data and information about health needs of all segments of the county, and to propose solutions with adaptation of services or new programs to meet the defined needs.
6. Works with the Medical Consultants and Pharmacy Consultant in establishing medical and clinical programs and procedures for the agency, including the evaluation of statistics of the incidence of disease and occurrence of unusual diseases.
7. Provides input and support for the activities of the health department advisory committee. Cooperates with existing agencies and groups providing health related services and coordinates health department activities with them whenever possible.
8. Procures staff and provides for their training and supervision. Responsible for overall quality and efficiency of nursing services and accurate maintenance of records by the staff. Performs employee evaluations and makes recommendations regarding employees and program development to the County Commissioners. Staff administration, including hiring, evaluation and termination processes are done in accordance with the Pawnee County Employee Handbook.

9. Assumes personal responsibility to keep informed of current changes affecting public health practice.
10. Perform liaison duties with members of the federal, state, and local government, representatives of private business, and has continued contact with the public.
11. Attends community health related activities and serves on various community advisory boards which address public health issues.
12. Writes or supervises writing of required reports.
13. Assures that work objectives committed to with State and Federal funds and private foundation funds are met within the time frame agreed upon in the contracts.
14. Meets with the County Commissioners as needed in person. Develops other opportunities for meeting with, reporting, and educating the public in reference to all health concerns. Cooperates with other County departments and County Commissioners to achieve the goals and standards that citizens expect.
15. Supervises ordering of supplies, medications and other provisions for health care. Supervises the care and maintenance of medical and office equipment.
16. Approves expenditures for the health department and obtains County Commissioner's approval for designated purchases.
17. Coordinate, supervise and assist with audits and review of charts and records as required by each program guideline, regulation or as conducted by an outside agency.
18. Respond to monthly KSHAN test from KDHE. Monitor KSHAN reports at a minimum one time a week.
19. Perform the duties of the HIPAA Privacy Officer and HIPAA Security Office job duties. (see attached)
20. Promotes teamwork, prompt, confidential, efficient and courteous service to the public
21. Assists with providing nursing care as needed.
22. As needed provides assessment, screening, nursing diagnosis, interpretation of tests, follow-up and referral.
23. Perform tasks and duties as requested by the County Commissioners.
24. Promotes breastfeeding.
25. Assists in developing public health news media release, ads and news articles.

POSITION REQUIREMENTS:

Experience: Three to five years of previous public health and administrative work. Academic preparation should be supplemented by increasingly responsible experience in administration of public health programs and policy.

Education: Bachelor of Science Degree in nursing preferred. May substitute experience and 3-5 years of public health work beneficial. This employee must be licensed by the Kansas State Board of Nursing and requires a valid driver's license. Prefer certification in Public Health Administration, or enrolled in next scheduled class. State re-licensure every 2 years with completion of required 30 hours of continuing education.

Technical Skills: This position requires technical skills. Knowledge of nursing skills, physiology, pharmacology and infection control, medications and mathematics is required.