

## District Health Department No. 4 Job Posting

Job Classification: **One (1) Full-Time Administrative Services Director- Salary-Exempt**

Base Site: Alpena

Rate of Pay: \$60,845 annual/salary plus management benefits

*The qualifications listed below are intended to represent the minimum skills and experience levels associated with performing the duties and responsibilities contained in this job description. The qualifications should not be viewed as expressing absolute employment or promotional standards, but as general guidelines that should be considered along with other job-related selection or promotional criteria.*

### **General Summary**

Under the general supervision of the Health Officer, this position will be responsible for planning and directing the agency accounting system, preparing the annual budget and management information system.

### **Duties**

- Ability to provide program oversight, assign, review, plan and coordinate the finance work and meet all deadlines.
- Review and submission of annual Medicaid Cost Report.
- Review and submission of departmental budgets and reports.
- Interpretation of financial information for Board members, auditors, local and state agencies and departmental employees.
- Directs and manages the fiscal, staffing, planning and evaluation activities for programs and services in accordance with established policies and procedures, and with all applicable statutes, regulations, and Collective Bargaining contracts governing the employment relationship.
- Provides considerable input in the development and implementation of the Department's strategic plan, strategic goals and objectives.
- Processes, compiles, researches, and analyzes complex financial information including insurance and pension data. Additionally prepares and verifies reports, correspondence, and other documents utilizing applicable software, within established procedures.
- Manages Performance Management Plan and Accreditation.
- Responds to public health emergencies, emergency exercises, and emergency response training activities.
- Embraces continuous quality improvement methodologies and evaluates staff and programs for strategies to enhance efficiency, effectiveness and cultural competence of service provision.
- Mentoring of staff, assessment of professional training needs, and assisting with the enhancement of workforce development.
- Management of Human Resources operations, activities, and records.
- Supervises the Support Services/Finance Supervisor, accounting and IT staff.

*This list is not inclusive of the total scope of job functions to be performed.*

### **Education/Experience**

- Bachelor's degree in Accounting, Finance Administration, Business Administration or any equivalent combination of education, training and experience which provides the necessary knowledge, skills and abilities. Master level degree is preferred.
- Ability to create Excel spreadsheets, work in accounting software and possess superior computer skills.
- Ability to use independent judgment, common sense and principles of influence and rational systems in the performance of tasks.

### **Other Requirements**

- Valid Michigan driver's license, own means of transportation.
- Attend meetings, seminars, etc. which may require overnight travel and evenings and/or weekends.

*This list may not be inclusive of the total scope of job functions to be performed. Duties and responsibilities may be added, deleted or modified at any time.*

Applications are available at Health Department offices or you may fill one out on-line at [www.dhd4.org](http://www.dhd4.org). Submit application/resume to District Health Department No. 4, 100 Woods Circle, Suite 200, Alpena, MI 49707 ATTN: Judy Greer or by e-mail to [jgreer@dhd4.org](mailto:jgreer@dhd4.org).

**District Health Department No. 4 is an Equal Opportunity Employer**