

CHIEF DEPUTY DIRECTOR HEALTH SERVICES ADMINISTRATION

DEFINITION

To manage, direct and coordinate the administrative and fiscal operations of the Health Services Agency, including budgeting, accounting, long-range fiscal planning and computer services; to coordinate activities with other divisions and departments; to provide highly responsible and complex executive support to the Health Services Agency Director.

DISTINGUISHING CHARACTERISTICS

This is a single position class. The predominant focus of the position is to manage, plan and coordinate the fiscal, administrative operations and activities of the Health Services Agency and may act as agency director in the Director's absence. The incumbent exercises discretion in applying general goal and policy statements and in resolving organizational and service delivery problems. The Chief Deputy Director Health Services Administration participates in the development and implementation of goals, objectives, policies and priorities for agency budgeting and accounting, and ensures that assigned activities are completed in a timely and efficient manner consistent with defined policies and regulations.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Health Services Agency Director; exercises direct supervision over technical, professional and supervisory staff.

EXAMPLES OF DUTIES -- Duties may include, but are not limited to, the following:

Organizes, manages and directs the administrative and fiscal service activities of the Agency, including accounting, budgeting, purchasing and data processing.

Recommends goals and objectives for agency programs; assists in the development and implementation of agency policies and procedures.

Provides advice and assistance to the director, Board of Supervisors and other County staff regarding agency fiscal, administrative, operations and systems; serves as liaison to the Finance Department and auditor.

Supervises and evaluates the work of agency personnel; provides or coordinates staff training; works with employees to correct deficiencies; implements discipline procedures as required.

Coordinates agency activities with those of other departments and outside agencies and organizations.

Serves as acting Director in the absence of the Agency Director as required.

Directs, oversees and participates in the development of the fiscal and administrative operations work plan; assigns work activities, projects and programs; monitors work flow; reviews and evaluates work products, methods and procedures.

Develops and implements accounting systems as needed.

Supervises all accounting functions, including cost accounting, accounts receivable, accounts payable, payroll and long-range planning.

Prepares the agency budget; assists in budget implementation; participates in the forecast of additional funds needed for staffing, equipment, materials and supplies; administers approved budgets.

Prepares budgets for grants; prepares related reports and records.

Monitors contracts with service providers; monitors contract expenditures.

Develops and prepares management information and fiscal reports for director, auditor and state staff.

Represents the Agency at state and County meetings.

Receives and responds to inquiries from County personnel, outside agencies and the public.

Performs general administrative work as necessary, including preparing reports and correspondence, reviewing correspondence, copying and filing documents, entering computer data and preparing spreadsheets, etc.

Performs related duties as assigned.

QUALIFICATIONS:

Knowledge of:

Pertinent federal, state and local laws, codes and regulations.

Organizational and management practices as applied to the analysis and evaluation of programs, policies and operational needs.

Principles and practices of organization, fiscal management and public administration.

Advanced principles and practices of budget preparation and administration.

Generally accepted accounting principles and techniques.

Principles and practices of fiscal record-keeping and reporting.

Principles and practices of supervision, training and performance evaluation.

Business letter writing and report preparation.

English usage, spelling, grammar and punctuation; basic mathematics.

Modern office practices and technology, including the use of computers for word and data processing.

Basic arithmetic.

Ability to:

Understand, interpret and apply pertinent laws, codes and regulations.

Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.

Effectively administer a variety of fiscal and administrative operations and activities.

Supervise, train and evaluate staff.

Supervise and perform responsible accounting and fiscal management functions.

Prepare and administer budgets, and administer grants.

Prepare detailed fiscal, statistical and narrative reports with accuracy.

Performs required mathematical calculations with accuracy and speed.

Establish and maintain cooperative working relationships with those contacted in the course of work.

Make presentations before various groups and organizations.

Communicate clearly and concisely, both orally and in writing.

Oversee data processing operations.

EXPERIENCE AND TRAINING GUIDELINES

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Five years of increasingly responsible experience in accounting, financial management or related field, including two years of administrative and management responsibility in a health services delivery environment.

Training:

Bachelor's degree with major course work in accounting, finance, business administration, public administration or related field.

Classification Code:	0376100
Bargaining Unit:	10
FLSA Status:	N
Worker's Compensation Code:	8810
Pay Table	CNTY
Range:	Refer to current "Class Range Sort"