

**LOCAL HEALTH ADMINISTRATOR 1**

**Nature of Work:** Under administrative direction, performs responsible administrative work in the operation of a local health department. Responsible for the development and implementation of local health services; assures compliance with federal and state laws; interprets program needs and objectives; held responsible for the efficient and effective utilization of fiscal and personnel resources in the delivery of health services; supervises professional, technical and clerical personnel. Reports to a local board of health and/or agency health officer. Performs related work as required.

**Distinguishing Characteristics:** Positions typically assigned to this class will be administratively responsible for a single county health department.

**Examples of Work**

Establishes and administers monitoring systems for program evaluation; interprets policy and provides counsels to the local officials.

Negotiates operational agreements and contracts with governmental, community and health care providers in the delivery of local health services.

Represents the agency and board in legislative, judicial and administrative hearings; assures compliance with applicable federal and state laws, certification and professional standards.

Manages the personnel and fiscal resources of the agency; selects employees; evaluates staff and takes personnel actions; develops internal management procedures for effective and efficient operation of the agency.

Establishes goals and objectives for future services; plans for facility usage/maintenance/ expansion; participates in state and local planning groups.

Conducts promotional/educational programs for civic, professional and client organizations.

**Knowledge, Skills and Abilities**

Knowledge of local health programs and agencies.

Knowledge of current trends, methods, laws and regulations relating to public health.

Knowledge of local governmental/private resources and organizations.

## LOCAL HEALTH ADMINISTRATOR 1 (CONT'D)

**Knowledge, Skills and Abilities (cont'd)**

- Ability to plan, develop and administer a local health agency.
- Ability to formulate and administer multiple account budgets; to efficiently and effectively utilize fiscal and personnel resources.
- Ability to plan, direct and evaluate the work of subordinates.
- Ability to negotiate effectively with government/private community organizations in developing local health resources.
- Ability to understand medically-oriented programs and information.
- Ability to communicate effectively, orally and in writing.

**Minimum Qualifications**

**Training:** Baccalaureate degree in community health, health administration, nursing, or public or business administration.

**Substitution:** Qualifying experience as described below may substitute for the required training on a year-for-year basis.

**Experience:** Four years of full-time or equivalent part-time paid professional, administrative or supervisory experience in business or public administration, public health administration, primary care or hospital administration or nursing.

**Substitution:** Master's degree from an accredited four-year college or university in public health, public or business administration, counseling and guidance, or health related field may substitute on a year-for-year basis for the required experience.

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