

**LOCAL HEALTH ADMINISTRATOR 3**

**Nature of Work:** Under general direction, performs responsible administrative work in the operation of a regional health department or in the development, administration and evaluation of the statewide public health nursing program. 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 or DHHR Office Director. Performs related work as required.

**Distinguishing Characteristics:** Positions typically assigned to this class will be administratively responsible for a regional health department encompassing four to six counties or as director of public health nursing programs in the DHHR.

**Examples of Work**

- Establishes and administers monitoring an evaluation system for public health program plans; interprets policy and provides guidance and leadership to bureau and local health officials.
- Negotiates local, regional or statewide operational and program agreements and contracts with governmental, community and health care providers in the delivery of local health services.
- Represents the agency and/or regional health department 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.

## LOCAL HEALTH ADMINISTRATOR 3 (CONT'D)

**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.
- 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:** Six 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.

Established: 10/15/92  
 Revised: 1/8/97, 5/17/00, 09/02/04  
 Effective: 09/02/04