

HEALTH SERVICES ADMINISTRATOR

NATURE OF WORK IN THIS CLASS:

Administers comprehensive community health programs of either the Bureau of Family Health Services or Bureau of Professional Support Services, Department of Public Health and Social Services.

ILLUSTRATIVE EXAMPLES OF WORK: (Any one position may not include all the duties listed, nor do the examples cover all the duties which may be performed.)

Plans, develops, administers and coordinates community health services and programs for improved health care in the Territory.

Collaborates with health professionals, community groups and the public in identifying community health problems and health needs, in determining the health care plan, in mobilizing appropriate community resources and in evaluating the health services given.

Establishes, develops and oversees implementation of policies, plans, programs and procedures for the Bureau.

Determines priorities and direction for the Bureau in accordance with pertinent laws, policies, available resources and health needs.

Oversees the financial management for the Bureau, which includes identifying sources of federal funds to meet program needs and developing grant applications/proposals, preparing budget proposals, monitoring financial status of local and federal funding sources, and preparing necessary financial statements and reports.

Requests consultation and technical assistance and negotiates and monitors the terms of contracts and interagency agreements.

Provides consultations and professional expertise in appropriate area of specialty.

Reviews and takes or recommends appropriate action concerning the Bureau personnel.

Provides review and comments on proposed legislations and recommends legislative changes to improve health services.

Assures that resources are available for the operation of the Bureau in accordance with program objectives and action plans.

Performs related duties as required.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:

Knowledge of the principles, practices and techniques of public health and administration.

Ability to administer comprehensive public health program services.

Ability to interpret, apply and make decisions in accordance with federal and local laws, regulations, policies and other program guidelines.

Ability to analyze and evaluate public health program services and initiate or recommend changes necessary to enhance community health care in the community.

Ability to work effectively with employees and the public.

Ability to communicate effectively, orally and in writing.

Ability to maintain records and prepare reports.

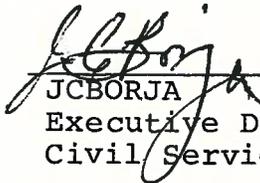
MINIMUM EXPERIENCE AND TRAINING:

a) Three years of experience in public health administration work and graduation from a recognized college or university with a Master's degree in public health or related fields; or

b) Any equivalent combination of experience and training beyond the Bachelor's degree which provides the minimum knowledge, abilities and skills.

Established: July, 1983

Pay Range: 47



JCBORJA
Executive Director
Civil Service Commission