Human Resources
2222 M Street
Merced, CA 95340
(209) 385-7682
http://www.co.merced.ca.us

Director of Public Health Admin Services

Job Number: 1301885

MERCED COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER: MINORITIES, WOMEN AND DISABLED ENCOURAGED TO APPLY. CALIFORNIA RELAY SERVICES (1-800-735-2929) IS AVAILABLE FOR THE HEARING IMPAIRED

SALARY

$6,981.87 - $8,486.40 Monthly

OPENING DATE: 04/29/13

CLOSING DATE: Continuous

EXAMPLES OF DUTIES

This position is currently subject to a 5% salary reduction with additional time off.

Duties may include, but are not limited to, the following:

- Initiates, develops and implements programs and activities designed to increase efficiency and productivity within the Department of Public Health.
- Participates, assists and insures compliance in the long and short term goals and objectives of the department and formulates and develops recommendations and implements activities designed to accomplish operational goals.
- Directs the cost accounting, fiscal, personnel, office services and general activities of the department.
- Develops procedure manuals and provides oversight on departmental personnel activities.
- Formulates and develops administration programs, department regulations and department and divisional policies and procedures.
- Actively pursues grant funding and other special source funding for department growth and develops and writes applications for grant and special source funding as needed.
- Confers with representatives of other County departments and government agencies on administrative service problems and consults with other Public Health Department management on administrative problems, assisting with recommended administrative improvements.
- Monitors receipt, use, and records of revenues and directs and coordinates the budgetary and fiscal control programs of the department.
- Organizes and directs the compilation and development of the department's annual budget request, including cost and program projections.
- Reconciles State Department of Public Health mandates and other funder requirements with local policy.
- Reviews, corrects and signs program invoices for submission to the State.
- Develops Board Agenda Items relating to programs managed.
- Advises staff on the application of program policies and public health laws and regulations.
- Evaluates effectiveness of program policies and practices; formulates new ones as necessary.

MINIMUM QUALIFICATIONS

MINIMUM QUALIFICATIONS

Experience: Four (4) years of progressively responsible experience in administration and/or management for a large public entity which has included responsibility for supervision of staff, personnel management and administration, contract development, budget preparation and administrative services.

Education: Equivalent to completion of a four (4) year degree in Business Administration, Public Administration or a closely related field. (Additional qualifying experience may be substituted for the required education on a year-for-year basis. Masters Degree preferred).

It is important that your applications show all of your relevant education and experience. All questions must be completed with a written answer or N/A noted. If left blank the application will be considered incomplete.

A resume may be attached or e-mailed to **hrwebmail@co.merced.ca.us**, but will not substitute for a Merced County Application. **Failure to submit a completed application, supplemental questionnaire, or other required documentation will eliminate you from the recruitment process.**

Director of Public Health Admin Services Supplemental Questionnaire

* 1. Describe what systems or procedures you have used to insure routine expenditure and revenue monitoring by program supervisors and managers.

* 2. How would you approach the development of policies and procedures for personnel management, identify three key policies that would be included, and describe how would you communicate these policies and procedures to supervisors and managers.

* 3. Provide an example of a management information system you have used to achieve operational efficiency goals, identify the goals set and describe resulting operational efficiency improvements, if any.

* 4. Do you understand the position you are applying for is presently subjected to a salary reduction?

❑Yes ❑No

* 5. Are you still interested in applying for this position?

❑Yes ❑No

* Required Question