



# Macon County Health Department

## Job Opening

Job Title: Assistant Administrator

Division: Administration

Minimum Qualifications: Master's degree in public health from a college or university accredited by the North Central Association or other regional, nationally-recognized accrediting agency, and two (2) years of full-time administrative experience in public health; OR, a graduate degree in a related field from a college or university accredited by the North Central Association or other regional, nationally-recognized accrediting agency, which may include but shall not be limited to a master's degree in public administration, nursing, environmental health, community health, health education, and two (2) years of full-time administrative experience in public health; OR, a bachelor's degree from a college or university accredited by the North Central Association or other regional, nationally-recognized accrediting agency, and four (4) years of full-time administrative experience, of which two years must be in public health. Must have a basic working knowledge of human resources and public health programs. Society of Human Resources (SHRM) or Human Resources Certification Institute (HRCI) certification preferred.

Requires detailed knowledge of principles and modern practices of public administration including specific management principles in the fields of fiscal control, office management, and human resources management, purchasing and general budgetary and fiscal practices. Requires extensive knowledge of the administrative aspects of public health. Requires ability to exercise a high degree of initiative and administrative capacity in planning, directing, and coordinating the activities of multi-disciplinary subordinates and support staffs. Requires ability to develop, install, evaluate, and revise administrative procedures and operations. Requires ability to secure medical supervision when indicated. Requires the ability to interpret and apply state statutes, county and/or municipal ordinances, rules, regulations, policies, and procedures as related to administration of a local health department. Requires the ability to facilitate work output (productivity, efficiency, and cost effectiveness) by establishing and maintaining an effective working relationship with subordinate staff. Requires the ability to comprehend local health department philosophy, organization, policy, and practice as it relates to public health regulation and service activities. Requires extensive knowledge of supervisory theory and practice; skills and ability to communicate well and establish and maintain effective working relationships with co-workers, associated professionals, clients, and the general public. Requires knowledge and experience with strategic planning and/or promotion of community organizing activities.

Extensive computer experience required. Must have excellent communication, organization, human relations, planning, and decision-making skills. Must have strong interpersonal skills to listen and respond to employee concerns; inquiries and complaints from clients, regulatory agencies, and/or members of the community. Must have the ability to communicate with a variety of personalities and communication styles. Must have the ability to communicate effectively both orally and in writing and present ideas and concepts to individuals, boards, committees, and employees. Must have the ability to plan, organize, and prioritize multiple work assignments and projects and manage stress. Must have the ability to independently facilitate work output and interpret agency policies to staff, as well as professionally direct and coordinate the activities of assigned staff. Must be able to establish and maintain effective working relationships with the general public, customers, community leaders, members of professional organizations, and government officials. Must be able to maintain strict confidentiality at all times. Must have the ability to work with diverse community groups.

Must have the ability to work flexible hours as needed, including evenings and/or weekends. Must have a dependable vehicle for use during work hours, valid Illinois

Driver's License, and appropriate auto insurance. This position requires an individual be physically able to meet the demands of the job including bending, squatting, and lifting up to 30 pounds.

**Summary of Job Duties:** Performs varied administrative duties to ensure the efficient administration of the Macon County Health Department (MCHD). Areas of responsibility include, but are not limited to: personnel, fiscal, administration, and public relations. Directs human resources and employee relations activities for the MCHD. Participates in formulation, drafting, and monitoring of budgetary and grant proposals; assembles supporting information and condenses it to highlight areas of critical budgetary and grant needs. Provides policy interpretations in administrative matters for departmental staff, the general public, municipal, county and township officials, vendors, and civic and community organizations. Administers the MCHD's Human Resources activities including, but not limited to the following: Develops and implements human resource strategies and initiatives ensuring legal knowledge and compliance; Maintains management guidelines and consistency by preparing, updating, and recommending human resource policies and procedures; updating manuals, forms, and processes as needed; and providing input and/or guidance to employees, Supervisors, the Public Health Administrator, and the Board of Health; Conducts grievance procedures; Assists with recruitment, hiring, maintaining, and terminating employees; Develops and maintains application tools, screenings, interview techniques, and testing; Directs the maintenance of personnel records in accordance with the Department of Labor rules and regulations; Oversees and/or conducts new employee orientations and integrates new employees into the MCHD environment; Prepares employees for assignments by establishing and conducting orientation and training programs; Assesses needs for and coordinates training for Directors, Supervisors, Coordinators, and staff, as appropriate; Acts as a liaison between the employees, Supervisors, and County Auditor's Office with regard to reporting employee accidents and any resulting Workers Compensation claims. Provides follow-up on employee accident claims; Acts as a liaison between patients/clients, employees, Supervisors, and County Auditor's Office with regard to reporting non-employee accidents. Provides follow-up on these accidents; Coordinates all Family Medical Leave Act activities for employees, including providing training to Supervisors for compliant implementation; Develops strategies to increase job satisfaction, aids in improving employee relations, and coordinates and/or provides training for new and existing staff; Assures that diversity is positively maintained in the workplace; Processes, investigates, and follow up on all claims of harassment and/or discrimination. Serves as liaison for employee complaints and inquiries; Acts as resource for routine employee questions and maintains consistent employee procedures throughout the MCHD; Manages the development of a comprehensive performance management system. Creates and revises the performance management system and evaluation materials, processes, and activities; Designs and implements employee recognition and reward plans; Maintains current working knowledge of all local, state, and federal legal requirements (ADA, EEOC, IDHR, etc) and writes effective policy and procedure to assure correct implementation of all employment laws; Prepares and revises employee manuals, handbooks, and handouts. Reviews and approves other MCHD employee publications; Manages the job classification system and oversees the development and revision of job requirements, job descriptions, and job postings; Conducts strategic planning related to the workforce; Develops salary management plan based upon merit, with assurance that salary grades and ranges are consistent, fair, and competitive. Oversees salary administration/payroll interface; and coordinates with County to inform employees about benefits programs and assist with enrollment events and paperwork. Acts as Public Health Administrator in the absence of the Public Health Administrator. Assists the Public Health Administrator with management of all Divisions and Division Directors. Assists the Public Health Administrator with development, implementation, and maintenance of operational methods and procedures for the administration of all fiscal management, human resources management and public health programs of the MCHD. Responds to disaster emergencies by acting as the Incident Commander as needed. Represents the MCHD and Administrator at meetings, conferences, speeches, hearings, etc. Represents the MCHD and Administrator on local, state, and national boards and collaboratives. Responsibilities include: training; planning, assigning, and directing work; appraising performance; providing performance feedback; rewarding and disciplining employees; addressing complaints, and resolving problems. Facilitates teamwork

concept and MCHD mission statement. Makes self available to staff. Develops employees' skills and encourages growth. Identifies staff development/training needs and implements affordable methods for ongoing education. Sets an example for staff in regard to performance and behavior. Contributes to building a positive team spirit. Maintains the ability to create an atmosphere where employees are motivated and productive. Provides excellent customer service. Solicits and applies customer feedback (internal and external) to improve service. Responds promptly to customer needs. Manages difficult or emotional customer situations. Responds to requests for service and assistance; and meets commitments. Fosters quality focus in others; improves processes, products, and services. Maintains harmony among workers and resolves grievances. Continually works to improve supervisory skills. Attends workshops, conference trainings, state and national updates as directed which may include out of town and possible night and/or weekend travel. Supervises the purchasing of supplies, equipment, and educational materials.

**How to Apply:**

Applications can be picked up at the Macon County Health Department Front Desk at 1221 E. Condit, Decatur, Illinois, or you can go to our website, [www.maconcountyhealth.org](http://www.maconcountyhealth.org) to print a copy of the application. Completed applications should be submitted to Macon County Health Department Attention: HR at 1221 E. Condit, Decatur, Illinois, 62521 or emailed to [hr@maconcountyhealth.org](mailto:hr@maconcountyhealth.org).

***The Macon County Health Department is an Equal Opportunity Employer and Drug Free Workplace.***