

LOCAL HEALTH PERSONNEL JOB DESCRIPTION

CLASS TITLE: Administrative Services Manager	
TITLE CODE: 1125	SERIES: Administrative
SELECTION METHOD: 100% qualifying	SALARY: (MIN-MID) \$18.08-\$23.00 GRADE: 21 SPECIAL ENTRANCE RATE: May be adjusted at agency's discretion based upon additional education & experience.
POSITIONS IN THIS CLASS GENERALLY REPORT TO: Director of Administrative Services	
PRIMARY USER AGENCY: LOCAL HEALTH DEPARTMENT	

CHARACTERISTICS OF THE CLASS: CHARACTERISTICS OF A CLASS ARE GENERAL STATEMENTS INDICATING THE LEVEL OF RESPONSIBILITY AND DISCRETION OF POSITIONS IN THAT JOB CLASSIFICATION.

Under the direction of the local health department director or other appropriate management staff, carries a substantial managerial responsibility for several complex administrative functions that support the overall programs and services of the agency.

MINIMUM REQUIREMENTS: MINIMUM REQUIREMENTS ARE COMPREHENSIVE STATEMENTS OF THE MINIMUM BACKGROUND AS TO EDUCATION, EXPERIENCE, AND OTHER QUALIFICATIONS WHICH WILL BE REQUIRED IN ALL CASES AS EVIDENCE OF AN APPOINTEE'S ABILITY TO PERFORM THE WORK PROPERLY.

EDUCATION: Bachelor Degree in Business Administration, Public Administration, Public Health, Community Health, Accounting, Human Resource Management or closely related degrees.

EXPERIENCE: Three (3) years experience in an administrative or management capacity, where fiscal, budgeting, personnel and planning responsibilities have been demonstrated.

SUBSTITUTION CLAUSE:

EDUCATION: Additional education in the field will substitute for the required experience, not to exceed three (3) years.

EXPERIENCE: High School Diploma/GED and five (5) years experience which provides the required knowledge, skills and abilities will substitute for the required education.

SPECIAL REQUIREMENTS: (AGE, LICENSURE, REGULATION, ETC.) none.

POST EMPLOYMENT REQUIREMENTS: EMPLOYEES IN THIS CLASS WILL BE REQUIRED TO OBTAIN CREDENTIALS OUTLINED BELOW WITHIN A REASONABLE TIME, OR IF EMPLOYEES POSSESS SUCH CREDENTIALS AT THE TIME OF HIRE THEY WILL BE REQUIRED TO MAINTAIN THOSE CREDENTIALS SO LONG AS THEY ARE EMPLOYED IN THIS CAPACITY. None

EXAMPLES OF DUTIES OR RESPONSIBILITIES OF THE CLASSIFICATION: EXAMPLES OF DUTIES OR RESPONSIBILITIES ARE NOT TO BE CONSTRUED AS DESCRIBING WHAT THE DUTIES OR RESPONSIBILITIES OF ANY POSITION SHALL BE AND ARE NOT TO BE CONSTRUED AS LIMITING THE APPOINTING AUTHORITY'S ABILITY TO ADD TO, OR OTHERWISE ALTERS THE DUTIES AND RESPONSIBILITIES OF A POSITION.

Maintain knowledge of current policies, laws, trends and developments in the agency by reading appropriate policy notices/interpretations or related materials and attending training sessions. Directs all health department purchasing activities, coordinate major equipment purchases and service contracts. Administer the drug and alcohol testing program. Direct all maintenance activities for the health department's buildings and grounds, plans, schedules and determines work priorities of subordinate personnel based on experience level and current work volume. Manage any number of routine administrative functions for the agency and supervise non-professional level support staff.

TYPICAL WORKING CONDITIONS AND UNIQUE PHYSICAL REQUIREMENTS: INCUMBENTS IN THIS CLASSIFICATION WILL TYPICALLY PERFORM THEIR PRIMARY JOB DUTIES UNDER THESE CONDITIONS. THESE CONDITIONS MAY CHANGE ON OCCASION IN PERFORMING THE DUTIES OF AN INDIVIDUAL POSITION.

Work typically is spent inside the office.

ADDITIONAL REQUIREMENTS:

Applicants and employees in this classification may be required to submit to a drug screening test and background check according to the agency's policies.

DATE CLASS ESTABLISHED: 07/01/06

DATE OF LAST REVISION: 12/03/2010

THE LOCAL HEALTH DEPARTMENTS DO NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, NATIONAL ORIGIN, SEX, AGE, DISABILITY, SEXUAL ORIENTATION, GENDER IDENTITY, ANCESTRY OR VETERAN STATUS. REASONABLE ACCOMMODATIONS ARE PROVIDED UPON REQUEST.