

# DES MOINES VALLEY HEALTH AND HUMAN SERVICES JOB DESCRIPTION

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Position: Health and Human Services Administrator
Department: Des Moines Valley Health and Human Services
Supervisor: Board
FLSA Status: Exempt      Union Status: None
Grade: 25
Revision Date: December 1, 2021
Adoption Date: DRAFT
Prepared by:

## **Job Summary:**

Under the direction of the Des Moines Valley Health and Human Services Board, the Health and Human Services Administrator is responsible for assessing, planning, developing, administering, and evaluating Jackson and Cottonwood counties health and human services programs in accordance with local, state, and federal requirements. Duties include managing the agency's budget; directing and supervising agency management and supervisory personnel; formulating agency policies and procedures in compliance with governing agencies; coordinating and engaging agency staff and the HHS Board in the agency and Board strategic planning process; collaborating with local agencies and groups in the development and administration of community programs; educating and advising the HHS Board on health and human service needs, programs, and priorities; coordinating the agency and/or county response in the event of a public health emergency or other disaster; and providing information to community members and local officials through the participation in groups, committees, and professional organizations.

## **Scope of Responsibility:**

The Health and Human Services Administrator ensures that the mission and the vision of the agency are fulfilled and is responsible for the quality and timeliness of his or her own work. This position works independently with general direction from the Des Moines Valley Health and Human Services Board. The Administrator directly supervises department directors of the agency.

## **Essential Duties and Responsibilities:**

**Administers and communicates operations of agency programs, activities, policies, procedures, and guidelines as required by federal, state, or local agencies.**

- Gathers/analyses/develops agency planning, goals, and strategies
- Leads ongoing strategy and implementation of integration of health and human services
- Consults with partners (attorney/county officials/community partners) around agency impacted policies/procedures/regulations
- Leads agency participation in monthly DVHHS Board meetings
- Interprets Board and agency policies/directives/and expectations
- Monitors compliance of agency around federal/state and local requirements
- Regularly communicates with supervisors and other staff around issues/programs/decisions that are impacting the agency

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- Advocates on behalf of the agency to local officials and legislators regarding department program needs and advises lawmakers on the impact of existing or potential legislation to service delivery as appropriate.

### **Manages the agency's budget under the direction of the HHS Board and in collaboration with the Public Health, Human Services and Fiscal directors/managers of the agency.**

- Works with HHS Board and department directors with the formulation, implementation, and monitoring of the agency budget
- Monitors and assesses revenues and expenditures for program areas to assure ongoing budget compliance
- Exercises latitude in authorizing agency purchases within the budget and in accordance with agency policies
- Negotiates and oversees the management of service contracts on behalf of the agency
- Reviews financial reports and data to county, state, and federal officials, and agencies.
  - Directs the preparation and presentation of regular and annual budget and cost reports to the HHS Board.
  - Reviews revenue and expenditure reports and cost reports to granting agencies.
  - Reviews the preparation of statistical, financial, grant, performance, and activity reports required for county, state, and federal authorities.

### **Supervises, and engages in agency outreach and emergency preparedness efforts and services.**

- Develops and coordinates agency continuity of operations of services during an emergency
- Provides leadership in development and response of agency in disasters
- Participates in local, regional, and state organizations and committees as appropriate
- Acts as the agency information official to the media and other community entities
- Directs the agency's response in the event of a disaster or emergency

### **Plans, directs, and provides leadership to personnel, technology, and shared services needs in the Health and Human Services agency.**

- Makes decisions, in consultation with department directors, on hiring matters
- Organizes new technologies and procedures related to enhancements
- Leads collective bargaining processes for agency
- Oversees performance management process for agency
- Completes performance management process for department directors
- Mediates disputes and investigations that involve department directors

1/17/2022

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- Maintains understanding of agency software features, changes, and needs and coordinates contract with IT vendors
- Assures agency meets obligations under the Minnesota Data Practices Act

### **Directs and manages strategic planning processes and the development and implementation of performance measurement outcomes for the Board and the agency.**

- Assists HHS Board with compliance around operation requirements
- Assists HHS Board with development and implementation of board strategic plans
- Engages the HHS Board involvement in agency strategic planning activities on a regular basis
- Coordinates and attends board and committee meetings
- Assists with HHS Board correspondence and communications as directed
- Manages and coordinates agency contracts for renewal, revisions, payments, and insurance requirements
- Signs contracts as allowed by board resolution
- Delegates other strategic planning responsibilities to department staff as appropriate.

### **Minimum Qualifications:**

A master's degree in public or business administration, health or human services or a related field and three years of administrative experience.

OR

A bachelor's degree from an accredited college with a major in public or business administration, health, human services or a related field and five years of administrative experience.

A valid driver's license or evidence of equivalent mobility for travel is required.

Knowledge, skills, and abilities include:

- Considerable knowledge of local, state, and federal guidelines, statutes, laws governing public entities such as health and human services agencies.
- Considerable knowledge of current principles and practices of public administration
- Considerable knowledge and skills in program planning and administration, strategic planning, quality assurance/quality improvement and performance-based management/outcomes.
- Considerable knowledge of the functions and organization of local, state, and federal public agencies.
- Considerable understanding of the social-economic conditions and health/safety needs in rural and urban areas.
- Considerable knowledge in fiscal planning and management.

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- Skill in leadership and interpersonal relations to provide direction and vision to build a cohesive and productive team.
- Skill in the selection, direction, and evaluation of professional and administrative personnel.
- Ability to demonstrate effective leadership, supervision, mentoring, coaching, and delegation to professional and administrative staff.
- Ability to supervise staff in a manner that stimulates growth, development, and productivity.
- Ability to establish and maintain cooperative, collaborative, and effective relationships with staff, citizens and community, county, and state officials.
- Ability to communicate effectively, both orally and in writing
- Ability to articulate complex information in a clear and unambiguous manner to staff and county officials.
- Ability to do logical, creative thinking and to make independent decisions.
- Ability to follow complex verbal and written instructions.
- Ability to develop and implement department policies and procedures.

**Physical Demands & Working Conditions:**

Work is typically performed in an office environment. Physical activity is light and intermittent such as walking through the facility or carrying files. Some lifting of up to 40 pounds may be required. At times there may be escalated customer service calls from dissatisfied or distraught clients.

Some requirements in this job description may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves or other employees. All requirements are subject to modification to reasonably accommodate individuals with disabilities.

Requirements are representative of minimum levels of knowledge, skills, and experience required. To perform this job successfully, the worker must possess the abilities and aptitudes to perform each duty proficiently. This document does not create an employment contract, implied or otherwise, other than an "at will" employment relationship. The employer retains the discretion to add duties or change the duties of this position at any time.

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I hereby acknowledge that I have received a copy of my Health and Human Services Administrator comp plan job description. I further understand this document does not create an employment contract, implied or otherwise, other than an "at will" employment relationship. The employer retains the discretion to add duties or change the duties of this position at any time.

Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_