



Coshocton Public Health District Position Description

Job Title: <i>Program Director – Fiscal Administrator</i>
Department/Group: <i>District Health</i>
Position Reports to: <i>Health Commissioner</i>
Civil Service Classification: <i>Unclassified</i>
FLSA Status: <i>Exempt</i>
Job Type: <i>Regular Full Time</i>
Current Pay: <i>\$28.00+ per hour</i>

Position Introduction

As a member of the Leadership Team, the Fiscal Administrator is responsible for fiscal activities such as payroll, accounts payable/receivable, reconciling accounts, program billing, and/or other applications as necessary. An individual in this position is responsible for the accuracy of reporting for federal, state and local projects to comply with State and Federal regulations. The Fiscal Administrator assures bill runs and pay ins to the Auditor and Treasurer’s office.

The Fiscal Administrator is expected to exercise sound professional and strategic judgement in assisting to develop the workforce and the programming of the Health District in tandem with the Health Commissioner. The Fiscal Administrator will provide the payroll human resource guidance for the Health District. The Fiscal Administrator provides support to the other Leadership Team members with regard to the plans for which they serve as the point person. The Fiscal Administrator will meet regularly with the Health Commissioner to discuss both opportunities and challenges regarding the promotion and protection of the health of Coshocton County’s population.

Minimum Qualifications

- Bachelor’s degree in accounting, fiscal management or similar OR a significant background in related work experiences as determined by the Board of Health.
- Knowledge of governmental fund structures is a plus.
- Must have a valid State of Ohio driver’s license and remain insurable in accordance with the agency’s insurance policy.
- Must successfully pass drug screen and background check.

Essential Duties

The following are examples only and are not intended to be all inclusive.

- Participate and attend committees/meetings to assure the effective development, implementation and maintenance of programs to promote and protect the health of the Coshocton County population. Such programs include but are not limited to: Community Health Assessment, Community Health Improvement Planning, Strategic Planning, Quality Improvement, Workforce Development, and Performance Management.
- Develop, manage, and direct an operating budget for the health district.
- Prepare, direct preparation, advise or assist with financial statements, business activity reports, financial position forecasts, annual budgets or reports required by regulatory agencies and/or grant funding consistent with the Ohio Grants Administration Policies and Procedures.



Coshocton Public Health District Position Description

- Assists state auditor during the annual audit.
- Assist in developing internal control policies, guidelines and procedures for activities such as budget administration, cash and credit management and accounting.
- Maintain current knowledge of organizational policies and procedures, federal and state policies and directives and current accounting standards.
- Analyze the financial details of past, present and expected operations to identify development opportunities and areas where improvement is needed.
- Prepare information for monthly Board of Health meeting
- Advise management on short term and long-term financial objectives, policies and actions.
- Assist Health Commissioner with processes and procedures related to Human Resources to include but not limited to:
 - Workforce planning
 - New employee onboarding forms and onboarding process for payroll
 - Policies and procedures
- Leads by example with regard to regular and predictable attendance.
- Assures department's compliance with the agency's records retention policy.
- Assures department's compliance with the agency's policy manual.
- Meets all job safety requirements and all applicable OSHA safety standards that pertain to essential functions.
- Attends and contributes to meetings, seminars, and conferences, and other job-related training sessions.
- Represents agency in the community and to the Board of Health.
- Assures Health Commissioner is apprised of needed communications.
- Responds to public health emergencies in accordance with response plans using the incident command system.
- *Performs any and all other related duties as assigned or directed in order to promote, further, and ensure the effective and efficient operation of the CPHD.*

Professional Competencies

All CPHD employees are expected to ensure that Coshocton County residents are protected from disease and other public health threats, and to empower others to live healthier, safer lives.

The following are professional competencies expected of the incumbent in this position.

- **Customer Focus:** Ensure the health and safety of our community within my abilities and resources and treat our many, diverse customers with thoughtful listening and respect.
- **Accountability:** Be accountable for knowing the scope of programs and for maintaining the public's trust through credible information, quality programming and services, and fiscal integrity.
- **Equity and Fairness:** Interact with clients, community partners and staff with fairness and equity and deliver services free of bias or prejudice.
- **Continuous Quality Improvement:** Establish and maintain organizational capacity and resources to support CQI.
- **Occupational Health and Safety:** Follow all safety rules, proactively work to prevent accidents, and encourage the use of sound judgment in order to comply with departmental and county occupational safety regulations.



Coshocton Public Health District

Position Description

- **Emergency Preparedness:** Promptly identify and respond to public health threats and priorities which may involve working outside of day-to-day tasks.
- **Communication:** Communicate in a respectful manner in both written and oral formats with linguistic and cultural proficiency.

Core Competencies

The following are intended to guide ongoing professional development.

The following Council on Linkages Core Competencies (Adopted October 2021) for this position include:

- **Analytical and Assessment Skills:**
 - Applies ethical principles concerning data and information
 - Uses information technology concerning data and information
 - Make evidence-based decisions
 - Advocates for the use of evidence in decision making that affects the health of a community
- **Policy Development and Program Planning Skills:**
 - Develops programs, goals and objectives
 - Monitors current and projected trends representing the health of a community
 - Examines the feasibility and implications of policies, programs and services
 - Recommends policies, programs and services for implementation
- **Communication Skills:**
 - Communicates in writing and orally using proper grammar and punctuation taking health literacy level of the intended reader into consideration.
 - Conveys data and information to professionals and the public using a variety of approaches
 - Facilitates communication among individuals, groups and agencies
 - Communicates information to influence behavior and improve health
 - Solicits input from individuals and organizations for improving the health of a community
- **Cultural Competency Skills:**
 - Describes the ways diversity influences policies, programs, services and the health of a community.
 - Describes the diversity of individuals and populations in the entire community
 - Supports diverse perspectives in developing, implementing, and evaluating policies, programs, and services that affect the health of a community
 - Assesses the effects of policies, programs, and services on different populations in a community
- **Community Practice Skills:**
 - Suggests and establish relationships that may be needed to improve health in a community
 - Facilitates collaboration among partners to improve health in a community
 - Engages community members to improve health in a community
 - Uses community input for developing, implementing, evaluating and improving policies, programs and services
- **Public Health Sciences Skills:**
 - Applies public health in the delivery of the 10 Essential Public Health Services Sciences



Coshocton Public Health District Position Description

- Applies public health science in the administration and management of programs
- Retrieves and use evidence from print and electronic sources to support decision making, in developing, implementing, evaluating and improving policies, programs and services
- **Financial Planning and Management Skills:**
 - Manage programs within current and projected budgets and staffing levels
 - Establishes teams for the purpose of achieving program and organizational goal
 - Motivates personnel for the purpose of achieving program and organizational goal
 - Uses evaluation results to improve program and organizational performance
- **Leadership and Systems Thinking Skills:**
 - Explains and participates in ways public health, health care, and other organizations can work together or individually to impact the health of a community
 - Provides opportunities for professional development for individuals and teams, and participates in all professional development offered for yourself
 - Contributes to continuous improvement of individual, program and organizational performance
 - Maintains the highest ethical standards of practice in all interactions with co-workers, community individuals, organizations and agencies.

A copy of the description of the core competencies attached and/or can be found here:

http://www.phf.org/resourcestools/Documents/Core_Compencies_for_Public_Health_Professionals_2021October.pdf

Work Environment

The following physical demands are typically exhibited by employees performing this job's essential duties and responsibilities.

- Being able to be stationary at desk, moving about the office space, and/or stooping/kneeling
- Manual dexterity when working on the computer, typing, entering data and performing other related tasks
- Communication with the public – visual ability as well as conversing and exchanging information
- Possible exposure to normal medical and/or office environment with associated risks of exposure to hazardous and/or infectious materials
- Possible expose to outside weather conditions ie: wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, extreme cold, extreme heat.
- Lift or move 25 pounds

Additional Notes - Position is subject to a 30/60/90-day evaluation and a 180-day probationary period as outlined in the CPHD policy manual.

Coshocton Public Health District is an equal opportunity employer that strives to hire and maintain a diverse and inclusive workforce that reflects the culture and demographics of the population we serve.