

# HEALTH CARE ADMINISTRATOR

Job Code	Pay Grade
18196	SM4b

## Nature of Work

This is professional and administrative management level work in the Pinellas County Health & Human Services Department requiring strong leadership, coordinator, program management, and decision-making skills. An incumbent in this position is responsible for management and oversight of the Health Care Services' programs within Pinellas County Health & Human Services. These programs impact the health and welfare of Pinellas County citizens and residents in need. This position requires an understanding of health care systems, including business, government/industry policies/regulations, financial information plus the ability to analyze trends, interpret data, and solve problems. The position reports to the Bureau Director, Health & Human Services and may represent the department in the absence of the director. This position plans, organizes, directs and coordinates Human Services-funded health care services delivery through supervision and management of internal programs and externally through contractual arrangements with vendors and providers. The position requires extensive senior level management dealings and interactions with public and private organizations including individuals and officials representing citizens, hospitals, managed care organizations, practitioners, community agencies and other parties. The position reports to the department director or designee.

## Minimum Qualification Requirements

- Bachelor's degree in health care administration, hospital administration, public health, business administration, public administration or related field, with specialized experience in health management or similar field and 2 years experience in health care management that includes 1 year supervisory experience or supervisory training; or
- Master's degree and 2 years experience as described above; or
- An equivalent combination of education, training, and/or experience.

## Appointing Authority May Also Require

- Florida Driver's License or Florida Commercial Driver's License and endorsement, if any.
- Advanced training or master's degree in health care third-party reimbursement administration, hospital administration, public health, or business administration, with major college level course work, training, and professional experience specializing in the complexities, management, administration, and delivery of health care systems, medical/hospital industry, and related services.
- Assignment to work a variety of work schedules including compulsory work periods in special, emergency, and/or disaster situations.
- Other highly desirable knowledge, skills, abilities, and credentials relevant to a position.

## Illustrative Tasks (These are examples and are not all inclusive.)

- Develops plans, policies, and procedures to ensure program implementation.
- Provides oversight, monitoring and evaluation of health care services delivery.
- Assures contract compliance and delivery of services.
- Prepares health care budget.
- Assures that funded programs deliver efficient, effective and compassionate care to clients.
- Works closely and collaboratively with other Health & Human Services Managers to assure department outcomes and objectives are met.
- Reviews and analyzes information and data to aid planning and improve service delivery and utilization.
- Coordinates and collaborates with other health care providers to assess community health needs for program planning.
- Remains current on advances in medicine and health care delivery information technology, government regulations and standards, health insurance changes and financing.
- Acts as Health & Human Services liaison to Pinellas County Health Department, Community Health Centers of Pinellas, and other community organizations delivering health care services. Serves on coalitions and partnerships related to health care.
- Prepares for and holds discussions on service delivery issues, coordinates short and long range planning, promotes health programs and resolves problems.

## HEALTH CARE ADMINISTRATOR (continued)

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### Illustrative Tasks (continued)

- Supervises assigned staff. Communicates with, motivates, trains, disciplines, evaluates and recruits. Evaluates staff performance and provides feedback and recommendations to supervisors and staff.
- Prepares reports as needed.
- Performs related work as assigned or required.

### Knowledge, Skills, and Abilities

- Knowledge of professional health care theory, practice and principles.
- Knowledge of health care administration budgeting and program management; community resources and public health programs.
- Knowledge of administrative and supervisory techniques, practices and procedures.
- Knowledge of the federal, state and local regulations pertaining to the provision of health care and related issues.
- Knowledge of recent developments, current literature and sources of information in public welfare and medical care.
- Knowledge of principles and practices of leadership and management.
- Knowledge of governmental regulations and standards in health care.
- Knowledge of basic principles of finance.
- Ability to apply computer applications and software.
- Ability to maintain current in all health management issues and areas.
- Ability to analyze health care services programs, interpret data and prepare reports.
- Ability to plan, organize and supervise multiple staff.
- Ability to communicate effectively, orally and in writing.
- Ability to establish and maintain effective working relationships with employees, other agencies and the public.

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Revised	EEOC Code	Overtime Code
3/09	Officials & Managers	Exempt