As the Administrative Services Division Director of the Health and Human Services Department, you will be a member of the department’s executive leadership team and oversee all departmental administrative and fiscal functions. The ideal candidate will have a strong background in strategic planning, policy development, project management, accounting, budget, government contracts and quality improvement. Come join our team and make a different in our community today!

**THE POSITION**

Manager and leader for the Department’s Administrative Services Division. Responsible to ensure fiscal accountability, maintain department business practices, improve effective use of department systems and processes, and promote within the department. The Health & Human Services Department has a budget of over $80 million with over 450 FTE.

Maintain collaborative relationships with Health & Human Department leadership to create a cohesive approach to problem solving and organizational development and to align resources to achieve Department objectives.

**JOB DUTIES**
Serve as a member of the Health & Human Services Department Executive Team to provide leadership to achieve Department strategic goals in alignment with the Strategic Plan. Represent Health & Human Services in county wide interaction with central services departments.

**Administrative Services Division Oversight.**

Assume full management responsibility for all Administrative Services Division activities related to internal support functions. Manage and oversee all operations of the Administrative Services Division including providing guidance over the Administrative Services Management Team. Plan, organize and direct activities, recommend and implement policies and procedures. Provide coaching, supervision and support to direct reports which include supervisors, managers and staff.

Participate in the development and implementation of department goals and objectives. Assess and monitor workload, administrative and support systems, and internal reporting relationships; identify opportunities for improvement, direct and implement changes.

The Administrative Services Division responsibilities include:

- **Ensure fiscal responsibility.** Develop and administer a budget of over $80 million assembled from multiple funding sources. Understand complex and interrelated funding sources and budgets. The Administrative Services Division is responsible for key departmental financial functions – budgets, contracts, payroll, personnel, A/P, A/R, and medical billing. Coordinate with internal and external auditors.

- **Maintain department business practices.** Assure oversight of Department’s Fraud Waste and Abuse and HIPAA Privacy, Security and Complaints functions, mitigation of Protected Health Information disclosures/violations, policy development, staff training, and coordination with County HIPAA Privacy Officer and County Legal Counsel on training and problem resolution. Oversee tracking and resolution of personnel issues at the Department level and a supportive interface with Marion County Human Resources.

- **Improve department systems and processes.** Champion Quality Improvement efforts across the Administrative Services Division as well as throughout the Department. Provide support for important department-wide functions – e.g., EHR system administration and direct user support, recruitment, payroll functions, purchasing, records retention, subpoenas, data, entry, billing, facility work orders, IT work tickets, and other system processes, including facility projects and leases. The Department is currently implementing a new Electronic Health Record, as the Executive Sponsor of the project provide leadership to the Implementation process and work to break down barriers to overall department wide standardization of processes.

- **Information technology.** Maintain constructive relationships with Marion County IT management. Assure regular meetings with IT management and staff and provide oversight of department’s management information system and client records database.

- **Decision Support.** Assist the organization with decision support through data analytics and other tools to inform decision makers.

- **Personnel Resources.** Coordinate the recruitment and hiring process, responsible for department payroll processing and working with County HR Department on the management of personnel actions.

- **Compliance.** Serve as the Department Compliance Officer. Ensure compliance related to our numerous contractual relationships as well as appropriate administrative rules and statutes. Identify risks and inform leadership to determine action plan.
• Provide leadership to assigned Department wide committees as the Executive Sponsor. Work with Executive Team on operational issues as well as strategic objectives.

• Response Level 1: In the event of an emergency, employee makes a reasonable effort to report to work. Employee may be required to perform duties outside of their regularly assigned duties. Employee may be requested to work an extended or flexible schedule. Due to regular assignment, employee may be assigned a leadership role in the provision of essential services or response functions. Staff at this response level must complete Incident Command System 100, 700, 200, and 800 on-line or in-person training.

**MINIMUM REQUIREMENTS**

**Experience and Training**

1. Bachelor's degree in business administration, public administration or related field. A master's degree is preferred; AND

2. Five (5) years progressively responsible experience in human services programs, including program supervision responsibility and fiscal and administrative management; OR

3. Any satisfactory equivalent combination of education, training and/or experience relevant to the position.

**Special Requirements**

• Must possess a current driver's license in the applicant's state of residence and an acceptable driving history. Marion County will obtain a copy of the driving record for all qualified applicants from Driver and Motor Vehicle Services and review the driving record according to the Marion County policy and procedure for Driving on County Business. The policy can be found at: [http://apps.co.marion.or.us/APAP/](http://apps.co.marion.or.us/APAP/).

• The finalist for this position may be required to pass a criminal history background check, including finger printing; however, conviction of a crime may not necessarily disqualify an individual for this position.

• This position may be subject to the following: Must not be excluded from participation in the federal health care programs (Medicaid, Medicare and other federally funded programs that provide health benefits); AND must not be excluded from participating in federal procurement (Federal Acquisition Regulations) and non-procurement activities (Executive Order No. 12549).

• This assignment is not represented by a union.

**HOW TO APPLY**

To submit an online application for this position, go to: [https://www.governmentjobs.com/careers/marion](https://www.governmentjobs.com/careers/marion)

*Marion County does not accept mailed, delivered, faxed, or e-mailed applications.*

If you have questions about this position, please call (503) 566-3949 or e-mail HRRecruitment@co.marion.or.us

**KNOWLEDGE, SKILLS AND ABILITY**

**Knowledge of:** health and mental health principles, problems and intervention methods; health and mental health laws of the State of Oregon; management techniques, personnel administration, fiscal administration, budget preparation, contract management, program evaluation, plan development and information system principles.

**Ability to:** train and work harmoniously with staff and supervise and coordinate the work of subordinate employees; prepare clear and concise reports and recommendations; secure confidence and cooperation of community agencies, officials and other staff; assist union negotiations.
Marion County offers an exceptional compensation and benefits program.

The wage range for this position is $3,572.80 to $4,788.00 bi-weekly or $7,741.07 to $10,374.00 monthly with initial wages dependent upon the qualifications and experience of the candidate selected. This is an exempt, full-time position, which is not eligible for overtime.

**Benefits Include:**

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<thead>
<tr>
<th>Insurance Coverage</th>
<th>Retirement Benefits</th>
<th>Annual Paid Leave</th>
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<tbody>
<tr>
<td>✓ Medical, prescription, vision and dental plans covering employees and dependents with low premium share</td>
<td>✓ Participation in the Oregon Public Service Retirement Plan - Employer pays the 6% employee contribution</td>
<td>✓ 13 vacation days</td>
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<tr>
<td>✓ Employer-paid basic life insurance</td>
<td>✓ (457) deferred compensation plan option</td>
<td>✓ 12 sick leave days</td>
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<tr>
<td>✓ Employer-paid Accidental death and dismemberment plan</td>
<td>✓ 2.5% employer contribution to a 401(k) plan</td>
<td>✓ 9 holidays</td>
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<tr>
<td>✓ Employer-paid long-term disability plan</td>
<td>✓ 13 vacation days</td>
<td>✓ 2 personal holidays</td>
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EQUAL EMPLOYMENT OPPORTUNITY: Marion County will give consideration to all qualified applicants for appointment without regard to race, religion, color, national origin, sex, age, marital status, mental or physical disability, political affiliations, sexual orientation, or any other non-merit factor.

To ensure the broadest range of services to individuals with disabilities, Marion County is prepared to make necessary arrangements. Please call at least two (2) working days in advance for services.