

## **PUBLIC HEALTH ADMINISTRATIVE SERVICES MANAGER**

### CLASS DESCRIPTION

#### General Responsibilities:

This is responsible professional, administrative and supervisory work in Public Health – Madison and Dane County. As Administrative Services Manager, the employee provides professional staff support in the development and/or analysis and administration of department budgets and in the development and/or analysis of department programs, operations, and functions; supervises the fiscal management of multiple state and federal grants and contracts; supervises the payroll, personnel, purchasing and facilities management functions for the department; coordinates the contractual and leasing agreements for the department; and participates in policy development for the department. The work is performed under the general supervision of the Director, Public Health – Madison and Dane County. Work is characterized by regular use of independent judgment and discretion.

#### Examples of Duties and Responsibilities:

Prepare Public Health capital and operating budgets for both City of Madison and Dane County, each in its own format, and serve as the information resource person on these budgets for the Board of Health, the Mayor's Office and the Dane County Executive's Office. Develop, analyze and administer the department's budget. Perform budgetary planning and cost-benefit analysis. Meet with managers and staff to discuss budget narratives and related data. Provide professional analytic expertise. Prepare and present reports for the Director and managers as well as the Board of Health. Develop justifications and provide statistical data and necessary rationale for budget requests and amendments, resolutions, and policies and procedures.

Prepare financial forecasts for the Dane County Controller's Office and City of Madison Comptroller's Office.

Assist program managers and leadworkers in developing and monitoring program and grant budgets.

Provide day-to-day control over a large variety of expenditures and revenues. Monitor department grants and contracts. Act as the department's appointed authority for the approval for purchasing, reproduction, telecommunications, payroll and information services. Oversee personnel certification requests. Provide interpretation of financial problems and situations, and formulate recommendations for appropriate course of action. Supervise and perform systems development and maintenance activities involving a wide variety of Health Department financial reporting and operations. Supervise the department's facilities management needs.

Review, prioritize and develop recommendations regarding information services and business system development for the department, and oversee and coordinate their implementation and ongoing maintenance.

As a member of the Department Management Team, participate in the planning and evaluation of department programs and services. Contribute to the development of the department's strategic plan, goals, priorities, policies and procedures. Contribute to the evaluation of department programs and annual reports.

Perform related work as required.

**QUALIFICATIONS**

**Knowledge, Skills and Abilities:**

Considerable knowledge of the principles of business management and public administration, including organizational techniques dealing with procedural problems; considerable knowledge of budgetary, financial, and accounting principles and practices, and electronic and manual data systems, including applicability to accounting and finance. Ability to develop, administer, and monitor administrative policies and procedures, and grants and contracts applicable to Health Department programs. Ability to write clear and concise reports. Ability to conduct complex analytical studies of department operations and functions. Ability to prepare capital and operating budgets, and comprehensive reports and to present persuasive recommendations orally and in writing. Ability to supervise an administrative staff. Ability to develop and maintain effective working relationships with staff and the general public. Ability to evaluate administrative support services and to recommend and implement changes. Ability to effectively utilize tools and resources for project development and recordkeeping (e.g., Excel, Microsoft Word and other programs; City and County systems for budgets). Ability to communicate effectively orally and in writing. Ability to maintain adequate attendance.

**Training and Experience:**

Three years of experience performing responsible administrative and analytic work which included the areas of internal management; systems and procedures analysis; fiscal and budgetary management and analysis; grant and contract monitoring; and the development, administration, and monitoring of administrative procedures. Such experience will normally be gained after graduation from a four-year college with a degree in Business or Public Administration, Finance, Economics or a related field. Other combinations of training and/or experience that can be demonstrated to result in the possession of the knowledges, skills and abilities necessary to perform the duties of this position will also be considered.

<b>Department/Division</b>	<b>Comp. Group</b>	<b>Range</b>
Public Health Department	18	11

Approved: \_\_\_\_\_  
 Brad Wirtz  
 Human Resources Director

Date \_\_\_\_\_