

# Health District

OF NORTHERN LARIMER COUNTY

## POSITION DESCRIPTION

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| <b>POSITION TITLE</b> | <b>Deputy Director of Operations</b>           |
| <b>DEPARTMENT</b>     | <b>Office of Administration and Operations</b> |
| <b>SALARY GRADE</b>   | <b>Grade 18</b>                                |
| <b>REPORTS TO</b>     | <b>Executive Director</b>                      |

### POSITION OVERVIEW

Under direction of the Health District's Executive Director, the Deputy Director of Operations serves as a top manager devoted to the management and administration of programmatic divisions and functions, and reports to the Executive Director. The Deputy Director of Operations applies advanced management principles with critical impact on the public and the organization; exercises strategic and visionary thinking having long-term organization-wide application and impact; represents the Health District; acts as an advisor to the Executive Director and Board; develops and implements programs critical to the Health District; and exercises control and supervision of multiple assigned functions and/or divisions and significant resources. Responsibility crosses multiple functional units within the organization and positions assigned. The Deputy Director of Operations will have responsibility for program outcomes across designated department(s) as assigned. Supervises management staff including overseeing and conducting performance evaluations, coordinating training; and implementing hiring, discipline, and termination procedures.

### SUPERVISION AND FISCAL RESPONSIBILITIES

- Under the general direction and supervision of the Executive Director of the Health District. Exercises independent judgement and initiative within the scope of the essential functions and duties.
- Supervises varying personnel as assigned by the Executive Director.
- Responsible for developing and managing departmental and organizational budgets.

### EXAMPLES OF DUTIES

- Supervises staff including overseeing and conducting performance evaluations, coordinating training; and implementing hiring, discipline, and termination procedures.
- Provides oversight and directs the implementation of operations, programs, and functions of designated divisions; provides strategic planning, coordinating, administering, and evaluation of programs, processes, systems, and services; prioritizes projects and initiatives in alignment with organizational goals and objectives; ensures compliance with applicable regulations and standards.
- Develops and oversees the adherence to policies, procedures, and quality standards; evaluates operational effectiveness; implements program and process improvements; and directs the optimization of resource utilization and program/service outcomes.
- Establishes and maintains external relationships relating to operational, policy, and performance matters of the Health District.
- Works with community agencies (partners) to further the goals and objectives of the Health District, Health District Board of Directors, and Health District constituents.
- May act as the Executive Director of the Health District during times in which the Executive Director is absent.
- Develops short- and long-term goals, objectives, and strategic plans; oversees and/or negotiates contracts; provides and presents communications and updates on organization programs, activities, and initiatives.

# Health District of Northern Larimer County

## Deputy Director of Operations

2

- Monitors, reviews, and negotiates selected Health District contracts.
- Conducts and oversees the preparation of special reports or research projects to improve the operations of the Health District.
- Initiates and develops Health District policies and makes appropriate recommendations to the Executive Director and Executive Leadership team, which includes collaboration on annual changes to the Health District's Policy Manual.
- Reviews Health District personnel reports and participates in selected personnel panels. Meets with direct reports and provides guidance on expectations, career development, and advice on enhancing work performance.
- Meets with Health District personnel to discuss work, work issues, and work-related matters on an ad hoc basis.
- Consults regularly with the Executive Director and other Executive Leadership on a variety of management issues and solutions.
- Develops, administers, and oversees the budget. Reviews financial statements, monitors and approves expenditures and ensures compliance.
- Develops and maintains positive, professional, and productive relationships with consumers, the public, other agencies, co-workers, and supervisors.
- Performs other duties as assigned by the Executive Director.

### QUALIFICATIONS

- Master's degree in public administration, business, public health, social work, or a degree in a human behavioral science or related field.
- Seven years of professional experience in a field related to the assigned functions of the Health District, including four years in a management capacity.
- A minimum of three years of experience, and excellent skills, in performing all or most of the following duties in a health or human services setting:
  - Developing, implementing, managing, and evaluating programs or services; achieving project goals; and establishing objectives.
  - Hiring, orienting, supervising, and evaluating personnel and teams including overseeing goal setting and progress.
  - Applying personnel management policy and procedures; involvement in developing and implementing human resources policies, processes, and practices.
  - Budget creation, review of complex budgets, and budget analysis.
  - Overseeing and managing grants and meeting all the requirements of grantors. Contract development and management including compliance assurance.
  - Superb written communication skills including synthesizing complex information into concise, organized, understandable reports.
  - Excellent oral communication skills, including making effective presentations.
  - Meeting coordination and facilitation; ability to facilitate diverse interests skillfully and positively.
  - Creation, evaluation, and amendment of internal policies and procedures.
  - Knowledge and evidence of skilled application of positive, productive management skills and problem-solving; demonstrated effective team leadership.
  - Utilization of modern technology for research, records and data collection and management; maintenance of accurate records; organizing, collecting, and analyzing data for reporting, evaluation, and other purposes.
- Extensive knowledge of Health and Human Services, Health Policy, and related issues.
- Ability to develop and maintain positive, professional, productive relationships with people from diverse backgrounds, including the public, staff, other agencies, co-workers, and the Executive Director.
- Ability to provide leadership to personnel and direct meetings and discussions.

# Health District of Northern Larimer County

## Deputy Director of Operations

- Ability to analyze reports, both written and statistical.
- Ability to network among County Directors, the public, clients, and elected officials.
- Ability to maintain composure and decision-making abilities in high stress situations.
- Ability to communicate clearly and concisely, both orally and in writing.
- Ability to establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.
- Advanced skills in Microsoft Office Suite (Word, Excel, PowerPoint, and Outlook).
- Requires Reliable Transportation; Valid driver's license and auto insurance if reliable transportation is by personal automobile.
- Must comply with infection control policies for this position.

The above job definition information has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this job. Job duties and responsibilities are subject to change based on changing business needs and conditions.

### WORK ENVIRONMENT

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Must have close visual acuity to perform activities such as: preparing and analyzing data and figures, viewing a computer monitor, extensive reading.
- Must be able to sit or stand for prolonged periods.
- Must have eye-hand coordination and manual dexterity sufficient to operate a computer keyboard, telephone, photocopier, and other office equipment.
- Must have the ability to move from place to place on the job.
- Must have the ability to communicate information and ideas verbally so others will understand.

**General Benefits Description** - For qualifying employees, the Health District provides paid time off, medical, and dental insurance, life, and disability insurance, 401(a) employer match, and a robust employee wellness and recognition program. Vision insurance and an additional pre-tax retirement plan are offered. A complete list of benefits can be found on the Health District website.

**Equal Opportunity Employer** - The Health District is committed to creating a diverse environment and is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, ethnic or national origin, ancestry, age, sex, pregnancy, disability, genetic information, veteran status, gender, marital status, sexual orientation, gender identity or expression, religion (creed), political beliefs, or any other characteristic protected by federal, state, or local laws.