

INFORMATION & FISCAL SERVICES MANAGER

NATURE OF WORK

This is responsible work planning, organizing, directing and coordinating the central administrative functions of the City-County Health Department.

Work involves responsibility for developing, coordinating and administering departmental fiscal services, budget, information technology and general business activities; supervising and directing information management development and maintenance; preparation and administration of the departmental budget; developing and implementing quality control through review of administrative activities. Work is performed with considerable independence in accordance with established policies and procedures under the general direction of the Health Director. Supervision is exercised over subordinate professional, technical and clerical staff.

EXAMPLES OF WORK PERFORMED

Directs and administers information services and fiscal systems used by the Health Department.

Confers with Health Director, the Assistant Director and division heads to keep informed of budget activity.

Plans and directs all data processing activities; consults with appropriate department staff in order to better utilize information systems to meet the needs of departmental programs.

Consults with Health Director, the Assistant Director and division heads to plan, develop and implement budget recommendations, resource acquisition and allocations.

Prepares annual budget, grant and contract budgets for the Department and supervises their execution; monitors expenditures.

Prepares annual budget and cash flow projections; analyzes impact on departmental and long and short range program plans.

Oversees the activities of the Fiscal and Information Management division; assigns work to subordinate staff; hires and evaluates employees.

Prepares strategic plan for development of information systems; assists in long term planning; establishes and administers standards, protocols and procedures for using information management throughout the department.

Performs related work as required.

DESIRABLE KNOWLEDGE, ABILITIES AND SKILLS

Thorough knowledge of the principles and practices of municipal finance, budget preparation and management.

Thorough knowledge of methods and procedures used in information management in the area of public health, including data standards and protocols.

Thorough knowledge of planning processes and techniques.

Through knowledge of the principles and practices of public health administration.

Considerable knowledge of systems analysis and related functions.

Considerable knowledge of the overall operation of municipal government.

Ability to analyze problems and organize their component parts into logical systems.

Ability to plan, assign and coordinate the work of professional, technical and clerical personnel.

Ability to make decisions within the framework of department policy, and to present ideas concisely and effectively both orally and in writing.

DESIRABLE TRAINING AND EXPERIENCE

Graduation from an accredited four year college or university supplemented by a Masters degree in public health administration, public or business administration; thorough experience developing, implementing and administering public health administrative programs and in managing a complex computer system; and considerable experience in a supervisory capacity.

MINIMUM QUALIFICATIONS

Graduation from an accredited four year college or university supplemented by course work in public health administration, public or business administration and considerable experience developing, implementing and administering public health administrative programs and in managing a complex computer system; and experience in a supervisory capacity; or any equivalent combination of training and experience which provides the desirable knowledge, abilities and skills.

Approved by: _____
Department Head

Personnel Director

12/2002

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