March 19, 2020

POSITION ANNOUNCEMENT

Administrative Officer III

Description: The Henderson County Department of Public Health is accepting applications for one full time Administrative Officer III position. This position is directly responsible for organizing and directing priorities and performance in multiple operational areas including, but not limited to fiscal management, budget conformance, billing, account collections, revenue and expenditure analysis, purchasing, payroll, human resources administration and staff training, HIPAA compliance, facility services coordination/management, vendor contracts, consumer processing, medical records, department records retention and disposition, credentialing for medical professionals, administrative components of electronic health records system, medical professional liability insurance, vital records, accreditation, safety/OSHA program and board of health logistics. This position is supervised by the Health Director.

Schedule: Positions works 37.5 hours per week, typically Monday through Friday, 8:00am to 4:30pm. Schedule may be altered as needed by Health Director for circumstances such as public health emergencies, community meetings, travel, training or peak work demands.

Qualifications: Considerable knowledge of the principles and practices of business administration as applied to government programs; ability to initiate and implement administrative programs and procedures and to evaluate their effectiveness; ability to exercise judgement and discretion in establishing, applying and interpreting a wide range of administrative policies and procedures with fidelity across multiple functional and disciplinary settings; ability to plan, prioritize, assign and supervise the work of subordinate employees and to establish and maintain effective working relationships with staff, officials and the general public.

Required Training: Graduation from a four-year college or university with a major emphasis on coursework in business or public administration, or a related field and four years of administrative experience involving participation in planning and managing of a business or governmental program; and preferably including experience in the technical area or program field to which assigned; or an equivalent combination of training and experience.

Pre-employment drug screen, driver history, credit and criminal background checks (including screening against the OIG’s List of Excluded Individuals) are required of finalist applicant.

Applications and transcripts will be accepted through Thursday, April 2, 2020.

To Apply: Submit a completed Henderson County application form and any college transcript(s) to Katie Fuller via email at: healthhr@hendersoncountync.org, via fax at 828-697-4709, or via mail to:
Henderson County Department of Public Health
1200 Spartanburg Hwy, Suite 100
Hendersonville, NC 28792-5840

Applications are available at the Henderson County Department of Public Health, including our website: https://www.hendersoncountync.gov/health/page/employment or from the Henderson County NCWorks Career Center at 180 West Campus Drive, Flat Rock, NC 28731.

Salary Grade: 76A
Minimum Starting Salary: $44,070 to $65,000 (salary commensurate with relevant experience)

www.hendersoncountync.gov/health

Henderson County is an Equal Opportunity Employer