



## CLASS SPECIFICATION

**Class Title:** Division Director, Administrative Services  
**Department:** Health Admin  
**Merit Status:** Exempt  
**FLSA:** Exempt

**Class Code:** 5583  
**Grade:** 29  
**Eff Date:** 7/26/2021

### GENERAL PURPOSE

This is an appointed (at-will), merit-exempt position under the administration of and appointed by the Davis County Director of Health.

Under general direction of the Director of Health, performs professional, administrative/managerial duties in developing, managing, planning and evaluating the programs and services in the Administrative Services Division. The Administrative Services Division Director is responsible for successfully implementing best practices in government financial management to plan, direct, and oversee all areas of the Health Department's accounting functions.

### EXAMPLE OF DUTIES

Directs the Division of Health Administration Services operations of accounting, cost/project accounting, cash handling, budgeting, medical insurance and Medicaid billing, purchasing, personnel and volunteer processing, time keeping, contracting, background checks and drug screening processing, building and fitness room access and permissions, reporting, vending, travel, capital, equipment, computer equipment, leasing, Vital Records, HIPPA.

Plans, analyzes, organizes, coordinates and evaluates use of Department resources to adhere to and to promote health services and policies through supervising, developing, maintaining and administering budgetary and accounting operations. Monitors and posts budget activities; approves Department budget adjustments. Works directly with Department division directors in the administration of each division's budget. Promotes consistency among all divisions.

Performs grant writing and negotiates contracts; maintains required records; coordinates internal processing of contracts; grant applications, and interagency agreements.

Reviews and evaluates operations of the Department. Recommends, prepares, and oversees process change management in accounts payable, accounts receivable, general ledger reconciliations, payroll processing, time-keeping, purchasing, reporting, and other subsidiary financial functions. Ensures business process operating procedures are created and training is provided as appropriate.

Oversees centralized purchasing functions for the Health Department and provides support for capital and maintenance projects and contract issues.

Manages, reviews and reconciles the Health Department general ledgers and funds for proper entries and compliance with state and federal guidelines in coordination with the Deputy Clerk/Auditor and Finance Director. Approves invoices for payment, project journal entries, manual journal entry requests and other reconciliations and transactions. Performs various fiscal year-end closing of financial records and reporting.



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Monitors and ensures compliance with federal and state laws, rules, regulations and guidelines; ensures compliance with all County-wide financial policies, procedures, practices, internal controls and reporting.

Provides technical advice, training and assistance to ensure effective administration, compliance, and reporting for all accounting transactions, processes and procedures pursuant to GAAP, GASB, and federal and state regulations. Coordinates implementation of new GASB pronouncements as necessary. Prepares and submits reports in compliance with County, State, and Federal guidelines and designated time frames.

Hires, supervises, and evaluates personnel in the Division; identifies and addresses employee performance issues in a timely manner; implements corrective actions when needed. Evaluates performance in compliance with Davis County policies, procedures, and practices and ensures timely completion of employee performance plans and evaluations for the Division and Department. Establishes criteria to assess and maintain competency of Division staff; directs methods and programs to assure appropriate professional training. Promotes best practices by establishing professional standards of care. Collaborates with other programs to provide training and education.

Manages Department volunteer program and ensures compliance with County volunteer policy.

Manages and coordinates information systems' needs. Assures access to effective management information systems and data collection systems to analyze demographic, epidemiological, and financial and other utilization information.

Works collaboratively with other departments to develop effective solutions to current processes. Interacts with County administrative officers, County officials, Division Directors, and the Board of Health to implement programs and directives. Represents the Health Department. Coordinates development of strategic, long and short-term policies and plans for public health in Davis County. Coordinates Health Administration Services with County administrative officers.

Assists in coordination of emergency response activities and in development of an evacuation plan.

Plans, conducts, and coordinates special studies and projects as assigned.

Operates a motor vehicle in a safe manner and in compliance with all Utah laws and regulations.

Performs related duties as assigned.

### MINIMUM QUALIFICATIONS

#### 1. Education and Experience:

Graduation from an accredited college or university with a Master's degree in Accounting, Business, Finance or closely related field, plus five (5) years of progressively responsible financial management experience; three (3) years in public finance. An acceptable combination of

education and directly related experience may be considered. Requires at least three (3) years of administrative or managerial experience within a related field.

**Preference given** for the following credentials: Certified Public Accountant, Certified Government Finance Manager, or Certified Public Finance Officer, or other applicable certification.

### 2. **Special Qualification:**

Must pass a criminal history background investigation.

Furnish personal transportation for on-the-job travel; employees driving a personal or a County vehicle for job related travel must possess a valid driver license and must operate a motor vehicle in a safe manner; new employees with an out-of-state license must obtain a valid Utah Driver License within sixty (60) days of hire date (exceptions for military personnel and their dependents).

Employees driving a personal vehicle while on county business must maintain the minimum vehicle liability insurance as specified in the Utah Code.

### 3. **Necessary Knowledge, Skills and Abilities:**

**Knowledge of:** accounting and cost accounting principles, practices and techniques; government fund accounting theories, principles, standards, and practices; governmental accounting standards including GASB; federal and state grant regulations and circulars; statistical methods, techniques, and financial planning and management; applicable laws, codes, and regulations as well as those applicable to public health administration, contracts, and finances; application of principles and practices of effective personnel management/supervisory theory and practices; organizational research methods; financial/statistical analysis; centralized financial processes.

**Skill in:** supervision and staff development; implementation and use of enterprise resource software/systems, operating ten-key calculator; using all applicable computer hardware and software programs/applications including Microsoft Word, Excel and Google platform; correct spelling, grammar, and punctuation; using common office equipment including a multi-function copier, fax machine, multi-line telephone and 10-key calculator.

This position requires the driving of a motor vehicle; skill in operating a motor vehicle in a safe manner; ability to insure motor vehicle is operating in a safe manner; knowledge of Utah motor vehicle rules and regulations.

**Ability to:** effectively lead, train and motivate employees, assign, supervise and evaluate staff members' work; apply accounting principles and auditing standards to a public sector environment; operate within approved budget constraints; work independently in determining priorities, methods, projects; prepare and analyze complex reports, financial statements, budgets, grants and other documents; conduct in-depth fiscal research; effectively communicate ideas and concepts verbally and in writing; make presentations in public



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forums; quickly assess critical situations and solve problems, exercise sound independent judgment, discretion, confidentiality, and personal responsibility; manage stress; meet established deadlines and adjust as work priorities change; work for sustained periods of time maintaining concentrated attention to detail; organize, plan and set priorities; assign, supervise, evaluate the work of others; address performance problems and initiate corrective action in a timely manner; coordinate multiple tasks efficiently; communicate effectively (verbally and in writing); follow written and oral instructions; establish and maintain effective working relationships with supervisors, other employees/departments, elected officials, the media, professional contacts, and the general public.

### WORKING CONDITIONS

Work is performed in an office or other environmentally controlled room. Occasional walk, stand, stoop, lift, carry, push, pull or otherwise move objects weighing up to 50 lbs. Maintain concentration for sustained periods of time.

The above statements are intended to describe the general nature and level of work being performed by persons assigned to this job. They are not intended to be an exhaustive list of all duties, responsibilities and skills required of personnel so classified. ***All requirement are subject to possible modification to reasonably accommodate individuals with disabilities.***

#### Approval Information

Date:	07/26/2021
Department Approval:	Brian Hatch
HR Generalist Approval:	Hollie McKinney
Classification Approval:	Marina Brito