

LINN COUNTY BOARD OF COMMISSIONERS



JOHN K. LINDSEY
Commissioner

WILL TUCKER
Commissioner

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Commissioner

*Linn County Courthouse
P.O. Box 100, Albany, Oregon 97321
(541) 967-3825 FAX: (541) 926-8228*

RALPH E. WYATT
Administrative Officer

JOB ANNOUNCEMENT

April 2, 2017

CLASSIFICATION TITLE: Health Services Administrator – Full-time position providing leadership for and management of Linn County's Department of Health Services which includes Public Health, Environmental Health, Mental Health, Alcohol & Drug Treatment and Developmental Disabilities.

CLASSIFICATION NUMBER: 790

CLASSIFICATION CATEGORY: Management/Exempt

ESSENTIAL FUNCTIONS OF THE JOB:

- Provide day-to-day leadership and direction to the Department and all program areas through established administrative structure, delegation of authority, review of reports and direct supervision of program managers.
- Direct and monitor all aspects of health services activities to include establishing goals and objectives, cooperatively with the Program Managers, to meet the responsibilities defined by the Oregon Revised Statutes, Administrative Rules and the Board of Commissioners.
- Serve as an agent of the State Public Health and Mental Health Divisions as required by law.
- Maintain effective relationships with the Coordinated Care Organization.
- Represent Linn County and the Health Services Department and its activities by consulting and coordinating with all other agencies interfacing with the Department to include community presentations.
- Responsibilities include all other management/leadership roles involving the Department including budget, financial, personnel, policy, procedures, etc.

QUALIFICATIONS: Extensive knowledge of supervisory and management techniques to include skills in working with people and financial management. Thorough knowledge of public and mental health services and systems and all associated requirements. Requires six (6) years of responsible administrative experience in public health or mental health programs including two years of supervisory experience and a Master's Degree in public health administration, public administration, nursing or related health, behavioral or social science field or a satisfactory equivalent combination of experience and training.

COMPENSATION: Range \$99,636 to \$126,336 (DOQ) annually plus excellent benefits.

CLOSING: Friday, May 5, 2017

HOW TO APPLY: Submit a completed Linn County Application form to Ralph Wyatt, Administrative Officer, PO Box 100, Albany OR 97321: 541-967-3285; FAX 541-926-8228. Application forms may be obtained, along with the Job Classification, at Linn County's webpage www.co.linn.or.us/jobstemp.html. Application forms can also be obtained at the Oregon Employment Division in Albany.

LINN COUNTY IS AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER