



Salt Lake County Job Description

Assistant Division Director

DEPARTMENT: Human Services

DIVISION: Health/2150

JOB CODE: 227 **GRADE:** 17

FLSA STATUS: Exempt

SALARY PLAN: GEN

EFFECTIVE DATE: 10/23/2014

SAFETY SENSITIVE: No

JOB SUMMARY

Salt Lake Valley Health Department (SLVHD) internal services administration. Directs personnel services for the department, including physical facilities and property, information systems, and records management. Supervises assigned employees.

MINIMUM QUALIFICATIONS

Bachelor's degree from an accredited college or university in Business Administration, Public Health, Public Administration, Human Resources Administration, or other closely related field, plus six (6) years of experience in a health care agency or organization, of which two (2) years must have been supervisory or administrative; OR an equivalent combination of related education and experience. Education may not be substituted for the required supervisory experience.

May be required to be an insured driver with a valid Utah Driver License as required for job responsibilities.

A background check may be required for this position.

It is mandatory that all new hires receive the Tdap (Tetanus, Diphtheria & Pertussis) vaccine before beginning employment or provide a copy of their immunization record prior to starting employment. The immunization record must show the vaccine name and date received.

Upon hire, a two-step Tuberculosis skin test will be required. The first will need to be placed prior to starting employment.

ESSENTIAL FUNCTIONS

The following duties and responsibilities are intended to be representative of the work performed by the incumbent(s) in this position and are not all-inclusive. The omission of specific duties and responsibilities will not preclude it from the position.

Applicants must be prepared to demonstrate the ability to perform the essential functions of the job with or without a reasonable accommodation.

- Directs, organizes, and supervises various programs and activities; implements policies and procedures, delegates responsibilities, coordinates activities and evaluates programs so that each program is carried out and completed within the established budgetary limits, policies, time restraints, contracts, and County policies and procedures.
- Plans, develops, evaluates, recommends, and establishes intervention strategies for programs and associated goals and activities, budgets, policies and procedures, and operating standards.
- Assists the Division Director in establishing goals and objectives for the division; and in planning, developing, organizing, coordinating, directing and evaluating the strategies used in obtaining the goals and objectives of the Administrative Division.

- Represents the department and division on committees, task forces, planning sessions, and in various meetings; collaborates, coordinates, and conducts liaison activities with other agencies and groups; motivates decision-making processes and motivates staff members to implement and improve programs, standards, and procedures.
- Provides advice and guidance to department directors, managers, and supervisors on a variety of management or technical issues related to personnel, information systems, facilities, safety, policies and procedures.
- Provides findings and recommendations to Division Directors so appropriate follow up action can be implemented.
- Directs and supervises staff in the development and implementation of plans and procedures and the gathering of data needed for enhancing the department's mission and the functions it performs.
- Directs the department's personnel services and consults with management and employees regarding procedures and issues related to recruitment, selection procedures, job descriptions, job classification, hiring, benefits, training, performance evaluation, discipline, grievance procedure, employee relations, affirmative action and EEO, fitness for duty and employee referrals, employment law, and other personnel related issues.
- Represents the department and consults with the District Attorney's office on personnel matters as necessary.
- Receives and reviews all complaints and allegations for the department concerning alleged violations of civil rights including discrimination as allowed by county policy; in consultation with the County EEO Manager, makes recommendations regarding appropriate action.
- Directs, oversees, and conducts Internal Reviews and Investigations within the department and Salt Lake County as needed.
- Reviews and approves employee time and attendance, work schedules, mileage, sick leave, vacation leave, leave without pay, travel, and education requests.
- Directs and evaluates department and division committees in the areas of organizational and standards development.
- Directs the development, writing, and preparation of department wide personnel operating standards and procedures, and performance evaluation criteria; assures each employee and management understands and adheres to these expectations.
- Supervises the physical facilities manager to assure all health department facilities are maintained and that future needs are anticipated to meet the ongoing needs of administration, staff and the public.
- Assures that accurate inventory records are maintained on all facilities, property and equipment; assures consistency with County inventory control procedures.
- Reviews capital improvements, capital expenditures, and capital project needs with the Facilities Manager and the Division Director to determine staffing needs by the facilities staff, and to identify items needed for inclusion in the annual budget. Serves as primary contact with County Facilities and Maintenance for the department regarding custodial services and contracts, telephones and communications, computer support, property, and equipment.
- Directs the development of the annual plan regarding Information Systems (I.S.) related items for inclusion in departmental budget request and insures such plan is consistent with overall county Information Systems and plans.
- Directs, oversees, and assures department personnel allocations are in balance with Salt Lake County Personnel Allocation Report and BRASS.

- Responsible for department ADA compliance, safety programs, OSHA compliance, development of safety policies and procedures, safety training programs, monitoring and surveying of all owned or leased facilities.
- Directs the Department of Human Services' Safety Committee. Assures Salt Lake County Risk Management's concerns are addressed by each Human Services Division.
- Represents the Division Director at meetings or events and serves in his/her place upon request.
- Conducts Administrative Hearings as needed.

KNOWLEDGE, SKILLS AND ABILITIES (KSA)

Knowledge of:

- Effective Personnel management and supervision
- Effective budget control and management
- Effective public relations techniques
- Report writing and preparation
- Department and division policies and procedures, program, goals, mission and services

Skills and Abilities to:

- Apply effectively general principles to specific conditions
- Communicate and express ideas clearly and effectively both orally and in writing
- Defend and follow oral and written instructions, policies and procedures
- Effectively supervise, train and motivate others, and effect change in ideas and attitudes
- Create and develop new concepts
- Plan and conduct research
- Operate a personal computer
- Work effectively with people from a variety of social, ethnic, economic, education, and professional backgrounds
- Work with minimum supervision, act independently and make sound judgments
- Design, organize, coordinate and develop programs and policies
- Respond adequately to problems and utilize problem solving techniques
- Establish and maintain effective working relationships with the public, government, private groups, and individuals

WORKING CONDITIONS AND PHYSICAL REQUIREMENTS

Working in a general office environment.

IMPORTANT INFORMATION REGARDING THIS POSITION

Revised Date/Consultant's Initials: 07/28/2015 AB