



Code: 3467

Family: Health and Human Services

Service: Health and Welfare

Group: Medical and Social Service

Series: Public Health

CLASS TITLE: PUBLIC HEALTH ADMINISTRATOR III

CHARACTERISTICS OF THE CLASS

Under direction, manages a major City-wide public health program of considerable scope and magnitude, and performs related duties as required

ESSENTIAL DUTIES

- Develops and implements program plans, objectives, standards, and procedures for use by staff or delegate agencies in providing programs and services to clients
- Supervises professional staff and oversees delegate agencies in the administration of programs and the delivery of services to clients
- Develops requests for proposals (RFPs) and assists in selecting service providers and negotiates scope of services for contracts
- Creates and/or uses program evaluation tools (e.g., Program Evaluation Monitoring System) to ensure agency compliance and oversees the monitoring of administrative, operational, and fiscal components of programs to determine their compliance and effectiveness in meeting established goals and quality standards (e.g., conducts site visits to review agencies' program and fiscal documentation)
- Provides technical assistance to delegate agencies found to be in non-compliance and monitors agencies' progress in correcting identified deficiencies
- Recommends corrective action in cases of non-compliance with contract agreements
- Establishes linkages and partnerships with health and social services agencies to facilitate resource sharing (e.g., assists agencies with their outreach needs, provides information)
- Oversees the maintenance of program records and the preparation of narrative and statistical reports on program activities
- Implements procedural changes to modify and improve the quality and scope of programs and services
- Trains or directs the training of staff and/or delegate agencies on program administration procedures
- Prepares program budgets, monitors and approves expenditures, and authorizes payments to agencies for services provided
- Writes grant proposals to obtain program funding
- Oversees the maintenance of program records and the preparation of narrative reports on program activities
- Works with advisory groups in planning and modifying programs
- Recruits volunteers to conduct outreach for programs and services

NOTE: *The list of essential duties is not intended to be inclusive; there may be other duties that are essential to particular positions within the class.*

MINIMUM QUALIFICATIONS**Education, Training, and Experience**

- Graduation from an accredited college or university with a Bachelor's degree in Business Administration, Public Administration, Health Administration, or a directly related field, plus three years of experience in the administration of public health programs; or an equivalent combination of education, training and experience

Licensure, Certification, or Other Qualifications

- None

WORKING CONDITIONS

- General office environment
- Medical facilities environment (e.g., health center, clinic)

EQUIPMENT

- Standard office equipment (e.g., telephone, printer, photocopier, fax machine, calculator)
- Computers and peripheral equipment (e.g., personal computer, computer terminals, hand-held computer, modems)

PHYSICAL REQUIREMENTS

- No specific requirements

KNOWLEDGE, SKILLS, ABILITIES, AND OTHER WORK REQUIREMENTS**Knowledge**

Considerable knowledge of:

- *public health care trends, issues, programs, and services
- *public health care program evaluation
- *public administration principles, practices, and procedures
- financial management methods and procedures
- *applicable computer software packages and applications
- applicable federal, state, local laws, regulations, and guidelines

Moderate knowledge of:

- contract administration methods and procedures
- record keeping methods, practices, and procedures
- training methods, practices, and procedures

Some knowledge of:

- management and supervisory methods and procedures
- procurement methods, practices, and procedures

Knowledge of applicable City and department policies, procedures, rules, regulations, and ordinances

Other knowledge as required for successful performance in the Public Health Administrator II class

Skills

- *ACTIVE LEARNING - Understand the implications of new information for both current and future problem-solving and decision-making
- *ACTIVE LISTENING - Give full attention to what other people are saying, take time to understand the points being made, ask questions as appropriate, and not interrupt at inappropriate times
- *CRITICAL THINKING - Use logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems
- LEARNING STRATEGIES - Select and use training/instructional methods and procedures appropriate for the situation when learning or teaching new things
- *MONITORING - Monitor and assess performance of one's self, other individuals, or organizations to make improvements or take corrective action
- *COMPLEX PROBLEM SOLVING - Identify complex problems and review related information to develop and evaluate options and implement solutions
- MANAGEMENT OF FINANCIAL RESOURCES - Determine how money will be spent to get the work done and account for these expenditures
- MANAGEMENT OF PERSONNEL RESOURCES - Motivate, develop, and direct people as they work and identify the best people for the job
- *COORDINATION WITH OTHERS - Adjust actions in relation to others' actions
- INSTRUCTING - Teach others how to do something
- *SERVICE ORIENTATION - Actively look for ways to help people
- *JUDGEMENT AND DECISION MAKING - Consider the relative costs and benefits of potential actions to choose the most appropriate one

Other skills as required for successful performance in the Public Health Administrator II class

Abilities

- COMPREHEND ORAL INFORMATION - Listen to and understand information and ideas presented through spoken words and sentences
- SPEAK - Communicate information and ideas in speaking so others will understand
- COMPREHEND WRITTEN INFORMATION - Read and understand information and ideas presented in writing
- WRITE - Communicate information and ideas in writing so others will understand
- REASON TO SOLVE PROBLEMS - Apply general rules to specific problems to produce answers that make sense
- MAKE SENSE OF INFORMATION - Quickly make sense of, combine, and organize information into meaningful patterns
- REACH CONCLUSIONS - Combine pieces of information to form general rules or conclusions (includes finding a relationship among seemingly unrelated events)

Other abilities as required for successful performance in the Public Health Administrator II class

Other Work Requirements

- PERSISTENCE - Persist in the face of obstacles on the job
- INITIATIVE - Demonstrate willingness to take on job challenges
- LEADERSHIP - Demonstrate willingness to lead, take charge, and offer opinions and direction

CLASS TITLE: PUBLIC HEALTH ADMINISTRATOR III

- COOPERATION - Be pleasant with others on the job and display a good-natured, cooperative attitude
- ADAPTABILITY/FLEXIBILITY - Be open to change (positive or negative) and to considerable variety in the workplace
- DEPENDABILITY - Demonstrate reliability, responsibility, and dependability and fulfill obligations
- ATTENTION TO DETAIL - Pay careful attention to detail and thoroughness in completing work tasks
- INDEPENDENCE - Develop own ways of doing things, guide oneself with little or no supervision, and depend mainly on oneself to get things done
- INNOVATION - Think creatively about alternatives to come up with new ideas for and answers to work-related problems
- ANALYTICAL THINKING - Analyze information and using logic to address work or job issues and problems

Other characteristics as required for successful performance in the Public Health Administrator II class

All employees of the City of Chicago must demonstrate commitment to and compliance with applicable state and federal laws, and City ordinances and rules; the City's Ethics standards; and other City policies and procedures.

The City of Chicago will consider equivalent foreign degrees, accreditations, and credentials in evaluating qualifications.

* May be required at entry.

City of Chicago
Department of Human Resources
June 2010 (Valtera Corporation)