



JOB DESCRIPTION

Position:	Administrative Director
Salary Range:	\$80,000 - \$100,000/annually
Reports to:	Chief Executive Officer
Classification:	Salary, Exempt
Date Created:	April 20, 2023

POSITION DESCRIPTION

Under the general direction of the Chief Executive Officer (CEO), the Administrative Director is responsible for the administrative, operational and financial support of the Tulare Local Healthcare District (TLHD). The duties of the Administrative Director include long-term strategic planning, oversight of daily operations, management of all personnel, and external communications with stakeholders, vendors and agents.

ESSENTIAL FUNCTIONS OF POSITION

- Coordinate the implementation of the TLHD strategic plan.
- Negotiate contracts with vendors.
- Hire and train staff.
- Delegate tasks to staff and monitor daily operational activity.
- Act as liaison between staff and upper management.
- Oversee all TLHD social media platforms and marketing efforts.
- Participate in the development and implementation of new or revised programs, systems, procedures and methods of operation; compile and analyze data and make recommendations regarding staffing, equipment and facility needs.
- Participate in the development and administration of project and programmatic budgets, including cost containment and grant funds solicitation and disbursement.
- Participate in the acquisition, renovation, demolition, and disposition of real estate, rehabilitation, and tenant relocation as required on a project-by-project basis.
- Identify and assess project risks, and coordinate with stakeholders to develop strategies to mitigate/minimize risk.
- Prepare and present written and verbal reports, correspondence, policies, procedures, agreements and other documents for management and the TLHD Board of Directors.
- As required, make oral presentations and represent TLHD before internal and external groups, committees, organizations and agencies to explain programs, policies and procedures.
- Support special events, outreach and public education programs benefitting the community.
- Represent TLHD, subject to oversight by the CEO and legal counsel, in negotiations concerning contacts with governmental agencies, community groups, and various business, professional, educational, regulatory and legislative organizations.
- Organize daily activities based on TLHD’s mission and project/program objectives.
- Meet with stakeholders to discuss project status and goals.
- Create long- and short-term plans, including setting targets for milestones and adhering to deadlines.
- Communicate with executives and/or the board to keep the project aligned with their goals.

Essential job duties related to this job classification that are not listed above may be assigned during the term of employment on an ongoing or as-needed basis. Reasonable accommodations will be made when requested and/or determined by TLHD to be appropriate under applicable law. TLHD reserves the rights to add, modify, change, or remove work assignments and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

GENERAL QUALIFICATIONS

Qualified applicants will be able to demonstrate the training, experience, and special skills equivalent to the following:

Knowledge of:

- Research methods and techniques, and methods of report preparation.
- Principles and practices in administration including organizational patterns and analysis, fiscal and personnel management.
- Principles and practices of contract administration and evaluation.
- Managerial accounting principles sufficient to develop project budgets, examine and analyze expenses and fiscal documents, and to review and develop audit trails.
- Statistical data collection and analysis techniques.
- Presentation methods, techniques, materials and media.

Skills/Ability to:

- Work and communicate effectively with people of various education and socioeconomic backgrounds by respecting beliefs, interpersonal styles and behaviors of both clients and co-workers.
- Operate modern office equipment including computer equipment and specialized electronic equipment.
- Work independently and manage multi-function responsibilities.
- Research, compile and analyze information, make decisions, and prepare appropriate alternatives and recommendations.
- Communicate and establish effective working relationships with groups, agencies, officials, departments, boards, and internal staff, both orally and in writing.
- Gather, analyze, and organize data in arriving at recommendations or in taking an effective course of action.
- Establish goals and objectives and implement plans to meet those objectives.
- Read, interpret and apply complex technical regulations, funding documents, financial reports, legislation and federal, state and local laws.
- Prepare clear, concise reports and correspondence using correct grammar, punctuation and spelling.
- Make recommendations and develop new programs or implement changes in current programs.
- Prepare, monitor and evaluate budgets.
- Effectively conduct meetings and make presentations to various groups.
- Compile results of research to extrapolate costs such as expenditures, allocations, and to prepare budgets.
- Organize work and set priorities to complete assignments by established time frames.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Maintain various records, statistics and data bases.

REQUIREMENTS

To apply for this position, an applicant must meet the following requirements:

Education.

Required: Associates degree.

Preferred: Bachelor's degree with major course work in business administration, project management, public administration, communications, marketing, community development, planning, or closely related field.

Experience.

Required: Five (5) years of progressively responsible management/leadership experience in project management or administration, personnel or organizational management, community development, fiscal or budget analysis.

Preferred: Participation in healthcare related projects: Working with HCAI (previously OSHPD) and similar regulatory agencies in a project management or construction management capacity. Working within an acute care hospital facility or licensed clinical facility in a project management or construction management capacity.

License or Certificate:

Required: Possession or, or ability to obtain an appropriate, valid Class C California driver's license.

PHYSICAL DEMANDS

A qualifying applicant must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, and over the telephone. This is primarily a sedentary office classification although standing in work areas and walking between work areas may be required. Finger dexterity is needed to access, enter and retrieve data using a computer keyboard, typewriter keyboard or calculator, and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects necessary to perform job functions; inspect work sites including traversing uneven terrain, climbing ladders, stairs, and other temporary or construction access points.

ENVIRONMENTAL DEMANDS

TLHD employees work partially in an office environment with moderate noise levels and controlled temperature conditions, and partially in the field and are occasionally exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, confining workspaces, chemicals, mechanical and/or electrical hazards, and hazardous physical substances and fumes. Employees may interact with upset staff and/or public and private representatives and contractors in interpreting and enforcing departmental policies and procedures.

APPLICANT ACKNOWLEDGMENT

I acknowledge that I have read and understand this job description and that I am qualified for the position and able to perform the essential job functions with or without accommodation.

Employee Signature

Employee Name (print)

Date