CLASS TITLE: Regional Health Administrator

CHARACTERISTICS OF THE CLASS: Under general direction, directs public health services provided at Chicago Department of Health facilities in an assigned region; and performs related duties as required.

ESSENTIAL DUTIES: Directs the development and implementation of comprehensive health care plans to meet the physical and mental health needs of residents; monitors and evaluates health services provided, to ensure compliance with established health care plans and the needs of residents; reviews operational procedures and implements policies, practices and protocols to ensure that consistent, efficient and quality services are provided to clients; develops and maintains collaborative relationships with community organizations and health and human service providers for resource and information sharing; establishes partnerships with area hospitals to provide services to clients; oversees administrative functions including purchasing, inventory control, records management and facilities maintenance; authorizes and participates in the hiring and development of staff; oversees budget preparation and operating procedures to ensure resources are accounted for and used efficiently.

RELATED DUTIES: Prepares grant proposals for special project funding.

MINIMUM QUALIFICATIONS:

Training and Experience. Graduation from an accredited college or university with a Master’s degree in Health Administration, Public Administration or related field supplemented by five years of progressively responsible experience in health care planning and management, or an equivalent combination of training and experience.

Knowledge Abilities and Skills. Considerable knowledge of the principles and practices of health administration. Considerable knowledge of public health issues. Good knowledge of public health program funding sources. Good knowledge of personnel and budget management. Good knowledge of public health protocols and practices.

Ability to direct the administration of comprehensive health care programs on a regional level. Ability to establish partnerships with hospitals and community health and social service agencies. Ability to identify operational deficiencies and recommend policies and procedures to remove them.
Skill in developing comprehensive health care plans. Skill in developing and maintaining collaborative relationships with health and human service providers. Good management skills. Good analytical skills. Good human relations skills. Excellent written and oral communication skills.

**Working Conditions.** General office environment.

**Equipment.** General office equipment.

NOTE: While the list of essential duties is intended to be as inclusive as possible, there may be other duties which are essential to particular positions within the class.

January, 1997