



**FREDERICK COUNTY GOVERNMENT**  
is currently accepting applications for the position of:

## **Director - Health Services Administration and Finance**

Health Services Division

An Equal Opportunity Employer

**WAGE:** \$88,334.00 - \$106,000.00 Annually

**OPENING DATE:** 09/18/17

**CLOSING DATE:** 10/02/17 04:00 PM

**FLSA STATUS:** Exempt

**SPECIAL FUNDING:** None

### **JOB INFORMATION:**

Exempt; full-time; 40 hours per week; Monday – Friday; 8:00 a.m. – 5 p.m.; full-benefits

This professional is responsible for the administrative and fiscal management of the Frederick County Health Department. Duties include but are not limited to: prepare and monitor budgets, oversee accounts payable, establish and operate an accounts receivable system, monitor purchases and assure appropriate procurement policies and procedures, carry out established State and County personnel policies, hire State personnel, manage State personnel timekeeping and benefits, manage computer resources and oversee all systems that keeps the Health Services Division in operation. The position has direct program responsibility for Vital Records. Supervision is given to professional and para-professional staff; supervision is received from the Health Officer.

### **ESSENTIAL DUTIES AND JOB RESPONSIBILITIES:**

- Develop and/or administer State, County, or departmental policies, procedures and standards
- Direct budget preparation, modifications, and projections for over 65 Health Services Division budgets totaling 28 million dollars
- Oversee account receivables of approximately 3 million dollars
- Oversee patient billing and internal control of patient accounts
- Oversee revenue cycle management
- Responsible for fiscal audit results, response, and mitigation
- Develop policies and procedures for fiscal management, procurement, & contracting
- Review all contracts for compliance with applicable laws, regulations, or requirements and sign contracts for non-professional services
- Direct the personnel actions of all State employees and special payments employees (approximately 150) including hiring, reclassifications, promotions and grievance hearings
- Represent management for grievance procedures by State employees
- Develop internal personnel policies
- Advise Directors and Supervisors on personnel actions
- Advise Directors in planning, organizing and directing new or changing public health programs
- Prepare and analyze statistical reports or oversee preparation of same
- Coordinate building repairs, renovations, and construction projects
- Coordinate IT resources for the HSD and manage the automated patient management system
- Serve as Building Manager and lead bi-monthly Building Committee meetings
- Responsible for Vital Records (birth & death certificates)
- Oversee HIPAA training and compliance program
- Serve on the Strategic Planning and Operations Team, Frederick County Health Department

- and other committees as needed
- Attend meetings on behalf of state
- Oversee the Maryland Public Information Act implementation and coordinate subpoena requests
- Function as the Health Officer in the absence of the Health Officer
- Perform other related duties as required

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Any single position may not be assigned all duties listed above, nor do the examples cover all duties that may be assigned.

#### **QUALIFICATIONS & REQUIREMENTS:**

The qualifications / requirements, knowledge/skills/abilities and physical demands or working conditions described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Bachelor's degree in Finance, Business Administration, Accounting, Health Administration, or a related field
- Minimum 12 years of finance / accounting / budget work experience in a health related field
- Minimum 5 years of supervisory/personnel work experience
- Advanced skill in the use of Microsoft Excel
- Intermediate skill in MS Office Word, PowerPoint and Outlook
- A related Master's degree may reduce the work experience requirement to 10 years

#### **KNOWLEDGE / SKILLS / ABILITIES:**

- Extensive knowledge of accounting, budgeting, personnel, procurement, and contracts, with ability to effectively administer the Health Services Division in full compliance with County, State, and Federal requirements, policies and laws.
- Ability to effectively develop and execute budgets with multiple revenue sources
- Ability to effectively plan, direct and supervise the work of others
- Ability to accurately and effectively review, interpret, and apply information from statistical reports and information related to revenue cycle management
- Ability to work with sensitive information and the personal/medical information of others and maintain appropriate confidentiality
- Strong and effective spoken and written (English) communication skills
- Ability to develop and maintain positive, effective working relationships with co-workers, medical professionals, community agency staff, State and County staff, and the general public

#### **PREFERENCE MAY BE GIVEN FOR:**

- Experience with governmental budget development and execution
- Current licensure as a Certified Public Accountant

#### **ADDITIONAL INFORMATION/EXAMINATION PROCESS:**

- Available for rotational on-call duty and available for other working hours as needed to accommodate meetings, other departmental commitments, and emergencies
- This position is subject to random drug testing

#### **KIND OF EXAMINATION: (may include)**

- 1) An evaluation of training and experience

- 2) One or more interviews
- 3) A pre-employment background investigation
- 4) A pre-employment physical examination that includes screening for hepatitis and measles/mumps/rubella (immunization inoculations may be necessary)
- 5) A pre-employment drug test

This description reflects management's assignment of essential duties; it does not proscribe or restrict the tasks that may be assigned.

When 'work experience' is stated as a requirement, this is specific reference to on-the-job experience as a paid employee. When considering part-time experience history, 2080 hours = 1 year of experience.

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Frederick County Government Division of Human Resources contact information:  
<http://www.FrederickCountyMD.gov>

Job #2017-00113  
DIRECTOR - HEALTH SERVICES ADMINISTRATION AND FINANCE  
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OUR OFFICE IS LOCATED AT:  
12 East Church Street  
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[Human\\_Resources@FrederickCountyMD.gov](mailto:Human_Resources@FrederickCountyMD.gov)

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Frederick County Government does not discriminate on the basis of race, color, national origin, sex, religion, age, and/or disability in employment or in the provision of services.

### Director - Health Services Administration and Finance Supplemental Questionnaire

- \* 1. Which best describes your level of education?
  - Less than Bachelor's degree received
  - Bachelor's degree received
  - Advanced degree received
- \* 2. Was your degree in the area of Finance, Business Administration, Accounting, Health Administration, or a related field?
  - Yes
  - No
- \* 3. How many years of finance / accounting / budget work experience do you have?
  - Less than 10 years of work experience
  - 10 - 12 years of work experience
  - 12 or more years of work experience
- 4. Please provide details regarding that work history in the text area below. The work history details provided should include the employer or organization name, dates of employment/service and the duties you performed. NOTE: If Human Resources staff is unable to confirm your related work experience, based on the information submitted, you will not be granted the requirement.
- \* 5. Was this work experience in a health related field?
  - Yes
  - No
- 6. Please provide details regarding that work history in the text area below. The work history details provided should include the employer or organization name, dates of employment/service and the duties you performed. NOTE: If Human Resources staff is unable to confirm your related work experience, based on the information submitted, you

will not be granted the requirement.

- \* 7. Do you have at least 5 years of supervisory and/or personnel work experience?
  - Yes
  - No
- 8. Please provide details regarding that work history in the text area below. The work history details provided should include the employer or organization name, dates of employment/service and the duties you performed. NOTE: If Human Resources staff is unable to confirm your related work experience, based on the information submitted, you will not be granted the requirement.
- \* 9. Which best describes your level of skill in MS Excel?
  - Beginner
  - Intermediate
  - Advanced
- \* 10. Which best describes your level of skill in MS Office Word, PowerPoint and Outlook?
  - Beginner
  - Intermediate
  - Advanced
- \* 11. Do you have experience with governmental budget development and execution?
  - Yes
  - No
- 12. Please provide details regarding that work history in the text area below. The work history details provided should include the employer or organization name, dates of employment/service and the duties you performed. NOTE: If Human Resources staff is unable to confirm your related work experience, based on the information submitted, you will not be granted the requirement.
- \* 13. Do you possess current licensure as a Certified Public Accountant?
  - Yes
  - No
- \* Required Question