

# **RICHLAND COUNTY POSITION DESCRIPTION**

**Position Title:** Manager of Operations

**Department:** Health and Human Services

**Reports to:** Director

**Pay Grade:** 30 & M

**Date:** January 1, 2018

**Hours Per Week:** 40

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## **PURPOSE OF POSITION**

The purpose of this position is to oversee the Administrative Services, Economic Support, and Public Health Units of Health and Human Services, while also being responsible for the agency's business and financial management operations. The Manager of Operations in conjunction with the Manager of Programmatic Services will assume the responsibilities of the Director in the absence of the Director. The Manager of Operations in conjunction with the Manager of Programmatic Services will also exercise supervision over all staff in the absence of the Director.

## **ESSENTIAL DUTIES AND RESPONSIBILITIES**

**The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.**

- Plans, directs and monitors the Administrative Services, Economic Support, and Public Health Units in relation to work assignments, policies and procedures, annual performance evaluations, and payroll activities. Participates in interview process, training, coaching, counseling, scheduling, disciplinary action, and reclassifications.
- In the area of Administrative Services, responsible for maintaining and improving all fiscal related activities. Directs all aspects of the department's accounting policies and practices and assure compliance with State and Federal requirements.
- In the area of Economic Support, remains knowledgeable of State and Federal Economic Support services performance criteria per the consortium contract including local agency policies and procedures.
- In the area of Public Health, program management, planning, communicable disease control, community collaboration for Public Health requirements, Public Health preparedness, state compliance, policy development, Nutrition Program execution and grant writing.
- Prepares and implements the annual budget for programs and services as approved by the Health and Human Services Board and County Board.
- Maintains and monitors the agency budget and prepares monthly expenditure reports to be presented to the Health and Human Services Board.
- Creates the departmental fiscal policies and make presentations to committees and boards as required. Approves all agency expense reports, payments and makes accounting adjustments as necessary. Completes State CARS and SPARC (County Revenue Programs from the State) reporting. Completes HSRR and 942 State expense and revenue reports. Completes Wisconsin Medicaid Cost Reporting multifaceted

reconciliation tool. Sets Foster Care rates for new and ongoing providers. Monitors, reviews and reconciles the Community Options Program and Comprehensive Community Services Program. Prepares fiscal and narrative reports as necessary. Completes the reconciliations of multiple State and Federal programs. Coordinates all departmental audits and act as liaison to the various auditors. Serves as Project Manager for any adhoc/new programmatic budgets.

- Consult with department managers, staff, contracted personnel and other county staff to assure that fiscal and support programs and activities are implemented and functioning as required.
- Represents Richland County Health and Human Services to the community at large through professional interaction and participation in community advisory groups as requested.
- Complies with applicable federal and state laws, administrative rules, established agency procedures and accepted professional standards.
- Participates in on-going training, maintaining contemporary knowledge to ensure compliance with federal and state regulations.
- Maintains the confidentiality of client information and protected health information as required by State and Federal regulations, including the Health Insurance Portability and Accountability (HIPAA) Act of 1996.

### **MINIMUM TRAINING AND EXPERIENCE REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS**

- Master's degree in accounting, business or public administration, or related field from an accredited college and a minimum of three years of progressively responsible, professional level experience in the performance of varied accounting and financial management activities including governmental reimbursement; or a combination of education, training and experience which provides the necessary knowledge, skills and abilities to perform the duties of this position.
- Three years of experience in the supervision of fiscal management services utilizing computer-processing systems required.
- Considerable ability to communicate effectively both orally and in writing.
- Ability to organize, prioritize and independently set time frames to complete work in a timely manner.
- Working knowledge of computers, computer programs, typing, and data entry.
- Current WI driver's license and unlimited access to reliable transportation.

### **PHYSICAL AND MENTAL ABILITIES REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS**

#### **Language Ability and Interpersonal Communication**

- Ability to interpret and comprehend a variety of documents including state policy manuals and regulations, computer software manuals and texts, memos and letters.
- Ability to counsel and mediate, which may include staff supervision. Ability to persuade and convince others.

- Ability to effectively communicate orally and in writing with clients, service providers, agency staff, governmental personnel, and the general public.

**Mathematical Ability**

- Ability to add, subtract, multiply, divide and calculate decimals and percentages, and use descriptive statistics.

**Judgment and Situational Reasoning**

- Ability to apply situational reasoning ability by exercising judgment, decisiveness, and creativity in situations involving the evaluation of information against measurable criteria.
- Ability to use functional reasoning development in performing activities within systems involving diversified work requiring exercise of judgment.

**Physical Requirements**

- Ability to operate a variety of office equipment including computers and ancillary devices, calculator, photocopier, fax, etc.
- Ability to operate a motor vehicle.

**Environmental Adaptability**

- Ability to work in a comfortable and occasionally unsafe office environment.

Richland County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

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Employee's Signature

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Supervisor's Signature

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Date

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Date