

IOWA DEPARTMENT OF ADMINISTRATIVE SERVICES ▼
HUMAN RESOURCES ENTERPRISE
HEALTH SERVICES ADMINISTRATOR

DEFINITION

Administers all medical, mental health, dental and pharmaceutical operations in the department; performs related work as required.

The Work Examples and Competencies listed are for illustrative purposes only and not intended to be the primary basis for position classification decisions.

WORK EXAMPLES

Supervises and evaluates the work of a subordinate staff; effectively recommends personnel actions related to selection, disciplinary procedures, performance, and leaves of absence, grievances, work schedules and assignments; administers personnel and related policies and procedures.

Plans, organizes, coordinates, directs and evaluates the programmatic and administrative functions in the administration and delivery of all health services that are cost effective and adhere to quality standards.

Administers and controls the health services budget to ensure provision of staff, equipment, materials and supplies sufficient to support the programming needs and general support services, and to ensure that expenditures do not exceed allocated funds.

Establishes implements and maintains programs and policies which ensure appropriate, effective, and consistent delivery of health services.

Examines/evaluates persons to diagnose health condition and oversees and/or develops individual healthcare treatment plans.

Prescribes medications and consults with other health care providers/physicians for referral, admission and/or discharge.

Directs and participates in the health care delivery team.

Teaches and provides direction to medical school graduates in a medical or psychiatric internship program.

Directs and oversees all health care management and staff on a variety of medical or psychiatric issues and concerns.

Serves as spokesperson and representative for the department in health services contacts with the news media, legislators, elected or appointed officials of internal and external agencies.

Provides direction for the development and implementation of the department's strategic plan, objectives, and strategies related to health services.

Provides direction on all health care capital development/improvement requests; and other budgetary requests so that facility needs are clearly documented and communicated.

COMPETENCIES REQUIRED

Knowledge of the basic principles of supervision and health services administration.

Knowledge of the principles and practices of medicine, psychiatry, pharmacology, nursing, or dentistry.

Knowledge of medical, psychiatric or health services administration.

Knowledge of medical or psychiatric conditions and disorders.

Knowledge of medical or psychiatric treatment methods, techniques, theories, applications and procedures.

Knowledge of the principles, theories, techniques and trends of health services administration encompassing financial management, labor relations, information systems, and related governmental programs.

Knowledge of the health services operating programs, functions and objectives of the department for which budget services are rendered.

Ability to administer health services fiscal data in budget projections, actuals, estimates and reports.

Ability to plan, organize and administer health services.

Ability to diagnose medical or psychiatric conditions and disorders and develop treatment plans.

Ability to direct and execute treatment plans through other professionals and adjust plans when necessary.

Ability to lead and train physicians and other health care professionals in the areas of diagnosis, treatment and evaluations.

Ability to relate to patients in a manner conducive to bringing about improved physical and mental health.

Displays high standards of ethical conduct by refraining from dishonest behavior.

Works and communicates with all clients and customers providing polite, quality professional service.

Displays a high level of initiative, effort, attention to detail and commitment by completing assignments efficiently with minimal supervision.

Follows policy, cooperates with supervisors and aligns behavior with the goals of the organization.

Fosters and facilitates cooperation, pride, trust, group identity and team spirit throughout the organization.

Exchanges information with individuals or groups effectively by listening and responding appropriately.

EDUCATION, EXPERIENCE, AND SPECIAL REQUIREMENTS

Graduation from an accredited college or university with a Doctorate Degree in Medicine, completion of an internship program and licensure as a Physician by the State of Iowa and two years of professional medical experience.

NOTE

Positions in this class are exempt from the screening and referral requirements of the Iowa Department of Administrative Services, Human Resources Enterprise. Apply directly to the employing department.

Effective Date: 08/09 DDF