

## County of Grundy--Job Posting Health Department



Date of Posting: November 9, 2022  
Applications Accepted Until: Posted until filled  
Job Title: Director of Operations and Compliance  
Employee Status: Full-time, 40.0 hours/week, exempt  
Pay Range: Annual: \$55,600 - \$77,900, based on experience II)  
Benefits: Competitive medical (health, vision, life, dental); Generous accrual of paid-time off; Contribution to IL Municipal Retirement Fund; Paid Holidays; Professional development opportunities; Potential student loan forgiveness.  
Work Setting: Work is performed from office in Morris, IL.

### **SUMMARY:**

The Grundy County Health Department works to preserve, protect and promote the health and well-being of Grundy County. Services are offered in response to community need and in accordance with oversight agencies.

The Director of Operations and Compliance performs highly responsible administrative oversight of the daily operations while ensuring compliance with oversight agencies and accrediting bodies. The Director reports directly to the Public Health Administrator and serves in the line of succession for the Administrator. The Director is responsible for the administration and supervision of clerical functions and accounts payable/receivable, including submission of medical insurance claims.

The ideal candidate will be proficient at working independently, with little daily direction, and quickly learns the balance with teamwork. Candidate will be capable of critical thinking and sound judgement. Candidate will be intrinsically motivated, possess a work ethic of high standards and work cooperatively with staff and partner agencies to ensure daily operations of the entire health department are performed at maximum efficiency while maintaining a safe and healthy environment for staff and clients.

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

1. Primary duty is the performance of office work directly related to the management or general business operations of the Grundy County Health Department and public it proudly serves.
2. Exercise discretion and independent judgment with respect to matters of significance.
3. Work with Department leadership to establish, develop, review, update or implement standard operating procedures, including those related to personnel, administration, program, safety and security.
4. Work with Department leadership to continuously evaluate and improve the organization's efficiency and program delivery.
5. Oversee quality assurance activities across the Health Department, ensuring adherence to written policies and procedures.
6. In cooperation with leadership and staff, prepare for and participate in all programmatic and financial audits, as conducted by accrediting body and oversight agencies.
7. Work with Department leadership to identify, manage and mitigate organizational risks, including best practices related to HIPAA, OSHA and various regulatory bodies.
8. Monitor and supervise accounts receivable, accounts payable, medical claims billing, collection procedures and other financial procedures.
9. Oversee training of all department staff regarding fiscal procedures.
10. Create and prepare monthly operating reports for Administrator and Board of Health.
11. Participate in the development and implementation of Strategic Planning goals and objectives.

**PHYSICAL REQUIREMENTS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions. While performing the duties of this job, the employee is frequently required to stand and walk. The employee is occasionally required to sit. Specific vision abilities required by this job include close vision.

**MINIMUM REQUIREMENTS:**

Management experience in both operations and personnel areas required.

Master's Degree in Public Health, Public Administration, or related field preferred but not required. Bilingual English/Spanish preferred but not required.

Proficient in Microsoft Office Products (Excel, Word, Outlook, Power Point) and other programs as needed to be successful. Ability to quickly learn multiple electronic health records software programs and gain access to State and Federal databases to extract data for review and analysis.

If applicable, keep discipline licensure current and in good standing. Must complete all required National Incident Management System (NIMS) emergency courses (ICS 100, 200, 300, 400, 700, 800) and additional course(s) identified by Administrator, IL Department of Public Health or IL Emergency Management Agency.

A valid driver's license and proof of insurance are required.

**TO APPLY:** Candidates must meet the minimum requirements of the position in order to be considered.

Send resume and salary requirements to [HR@grundyco.org](mailto:HR@grundyco.org) with "Director of Operations and Compliance" in the subject line or mail to Grundy County Administration, Attn: HR 1320 Union Street, Morris, IL 60450.

No phone calls please.

*Grundy County is an Equal Opportunity Employer and will give consideration to all qualified applicants for employment without regard to race, color, religion, national origin, ancestry, age, sex, marital status, order of protection status, disability, marital status, sexual orientation, pregnancy, or unfavorable discharge from military service as those terms are defined in Section 1-103 of the Illinois Human Rights Act (775 ILCS 5/1-103).*