Herkimer County

EXECUTIVE DIRECTOR, RURAL HEALTH NETWORK

DISTINGUISHING FEATURES OF THE CLASS: This is a professional and administrative position involving responsibility for directing and coordinating the operations of the Herkimer County Rural Health Network (the Network) consistent with the mission and policies established by the Board of Directors. Duties include identifying County health and social needs, through research and analysis, and coordinating efforts to address these needs through collaborative efforts with government, health and human service organizations, educational institutions and consumers. The work is performed under the general direction of the Board of Directors of the Herkimer County Rural Health Network, Inc., with administrative support of the Office of the County Administrator. Supervision is exercised over support staff. Does related duties as required.

TYPICAL WORK ACTIVITIES:

- Responsible for day to day operations of the Network;
- Promote broad-based community awareness, acceptance of, and participation in Network goals and programs;
- Directs studies of network activities and the impact on local health care delivery, and member organizations;
- Acts as a point of contact between the community and the Network;
- Identifies and pursues sources of revenue for the Network, such as grants, fundraising activities and the development of products and services;
- Oversees administration of Network funds, including budgeting, forecasting and preparing financial reports;
- Acts as a liaison with consultants hired for Network projects;
- Attends meetings and trainings and keeps the Board of Directors informed of the most current information available;
- Reports regularly on current status, problems and potential of activities to the Network;
- Assists member organizations with detecting and resolving problems which impede the achievement of Network goals;
- Analyzes data and performs research and evaluation;
- Oversees preparation of minutes, agendas, and report generation;
- Performs other related duties as assigned or requested by the Board of Directors and the County Administrator.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:
Thorough knowledge of network development and rural health care delivery issues; good knowledge of health care delivery trends on a national, state and local level; good knowledge of the community agencies and facilities which can be utilized to facilitate program goals; ability to plan and implement a comprehensive community-wide program of health and human service initiatives; ability to establish and maintain cooperative working relationships with others; ability to prepare written summaries and reports; ability to communicate effectively, both orally and in written form; exhibits dependability, initiative and resourcefulness; physical condition commensurate with the demands of the position.

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MINIMUM QUALIFICATIONS: Graduation from a regionally accredited or NYS registered college or university with:

(A) A Masters Degree in health or human services, management or a related field and at least one year of experience in health or human services program planning and implementation;

OR (B) A Bachelors Degree in health or human services, management or a related field and at least two years of experience in health or human services, one year of which must have involved program planning and implementation;

OR (C) An equivalent combination of training and experience as defined by the limits of (A) and (B) above.