

Job Title: HHS Business Officer

The primary purpose of this position is to oversee the administration and management of Health and Human Services fiscal performance, budget, purchasing, contract management and operations.

Essential Functions of the position:

- Ensure all fiscal regulations and policies are implemented and all internal and external administrative matters are accomplished per fiscal, legal and policy regulations.
- Assist in the administration and implementation of the annual operating budget by ensuring the maintenance, collection, and consolidation of budget data.
- Oversee the execution and monitoring of non-programmatic contract elements for audit, fiscal and performance compliance.
- Oversee operations functions for Health & Human Services.
- Personnel/team Management to ensure a competent workforce: Hire, develop, counsel and evaluate performance; provide feedback and disciplinary action as needed; develop and maintain a positive team work environment; provide effective and timely communication.

Minimum Education, Training and/or Experience: Graduation from a four-year college or university, preferably with a major in business, public, or hospital administration, and four years administrative experience involving participation in the planning and management of a business or governmental program; or an equivalent combination of training and experience.

Duties, Responsibilities, and Other Functions:Personnel Management:

- Participate in the assessment of staffing needs, applicant screening, recruitment, interviews and selection of the best-qualified candidate to fill vacancies.
- Provide and coordinate appropriate training and orientation for new and existing employees, supply information, technology and reference materials necessary to perform specific jobs functions.
- Assign duties to employees, relative to classification and specific to job description, communicate the expectations for successful performance of those duties and ensure staff understands how performance will be measured.
- Ensure a safe and supportive work environment for all employees.
- Ensure an efficient and effective workflow, implement changes in routine work practices and procedures as needed to modify unit functioning according to client needs and employee capabilities.
- Provide ongoing feedback to employees and address performance problems in a timely manner through progressive corrective actions.
- Assist employees with addressing and resolving a variety of concerns and complaints related to job duties and job descriptions, performance standards, relations with coworkers, relations with supervisors and managers.

Program Management:

- Supervise the expenditure of funds and track/monitor revenues.
- Assure and verify that the disbursement of varied agency funds are in compliance with budget ordinances.
- Make recommendations to the HHS Director for budget revisions as necessary.
- Oversee contract coordination, review, formulation, finalization and compliance of contracts as required in coordination with vendors, HHS contract administrators/monitors, human service planner/evaluators, HHS leadership and Legal staff.
- Research and prepare contract analysis as required.
- Monitor spending by auditing accounts and verifying fund availability ensuring budget line items stay within the budget.
- Monitor collection of revenues by auditing accounts and clarifying coding in collaboration with HHS Finance to ensure timely and correct account coding.
- Review expenditures by examining supporting documentation and verifying account codes to ensure expenditures are correctly identified and properly charged.
- Oversee operations functions to include overall management of HHS infrastructure, tangible workforce resources, workforce safety and security, HHS state security systems. Coordinate with representatives of other county departments and state agencies in administrative and/or operational service problems.
- Evaluate and develop operational procedures for the Unit by determining tasks to be completed and implement methods of accomplishing these tasks effectively and efficiently.
- Determine and recommend internal controls according to accepted accounting principles to ensure the county receives all available state and federal revenues with no audit exceptions.
- Prepare reports and conduct fiscal analysis for the HHS Director, Leadership Team, HHS Board, County Finance, County Management and Board of Commissioners to support annual and ongoing strategic planning and Agency administration.
- Respond to outside requests for budget/fiscal/performance information.

Team and Network Engagement:

- Ensure staff understand the scope of HHS programs and manage relationships within the agency so that your team of employees can successfully work with other departments across Buncombe County to achieve common objectives.
- Engage community partners and organizations within the community to assure that concerns of Buncombe County citizens are being addressed and to influence the success of program outcomes.
- Communicate the agency's mission, vision, strategic plan and objectives by disseminating internal messaging in a timely manner.

Knowledge, Skills, Abilities, and Other Abilities:

- Knowledge of and ability to plan and implement budgetary, purchasing and accounting practices and procedures.
- Considerable knowledge of the organization and structure of state and local government and nonprofit agencies.
- Considerable knowledge of the principles and practices of public and business administration.
- Ability to plan and direct fiscal and business services.
- Ability to plan and initiate administrative procedures and to evaluate the effectiveness of these procedures and the ability to interpret obscure regulations and place into practical application

Department: Health and Human Services

Location: Asheville, NC

Job Posting End Date: September 23, 2019

Salary Range: \$96,639.02 - \$100,987.77

To apply go to: www.buncombecounty.org/jobs

Buncombe County Government realizes the importance of a diverse professional workforce and the need to foster a responsive and innovative organizational culture, one that fully engages all of our employees, honoring and building on each employee's unique experiences, opinions, and perspective.

It is the policy of Buncombe County to provide equal employment opportunities (EEO) to all persons regardless of race, color, religion, sex, national origin, political affiliation, physical or mental disability, age, veteran status, genetic information, sexual orientation, gender identity or any other legally protected class under federal or NC State law. In addition the Agency expressly prohibits any form of workplace harassment or discrimination.