BRANCH-HILLSDALE-ST. JOSEPH COMMUNITY HEALTH AGENCY | YOUR LOCAL HEALTH DEPARTMENT
www.bhsj.org

Vacancy Announcement – Administrative Services Director

Under the supervision of the Health Officer, the Administrative Services Director position provides leadership and oversight of the Agency's financial operations, human resources, information technology, facilities, and serves as the Secretary to the Board of Health, while directly supervising assigned personnel.

The Administrative Services Director plays a key leadership role in organizational planning, budget development, financial management, workforce development, policy development, and operational decision-making. The position works closely with the Health Officer and program directors to ensure effective agency operations, responsible stewardship of public resources, and compliance with applicable laws, regulations, and funding requirements.

Employment Qualifications

Education:

- Bachelor's degree in finance, accounting, business administration, public administration, or a related field.
- Master's degree preferred.

Experience and Required Skills:

- Seven or more years of progressively responsible experience in finance and operation management. The Community Health Agency may, at its discretion, consider an alternative combination of formal education and relevant work experience.
- Thorough knowledge of public-sector management practices, including budgeting, personnel administration, resource management, and organizational planning, with the ability to identify and implement improved practices and procedures.
- Thorough knowledge of financial and accounting principles, fiscal management, budget development.
- Ability to review, interpret, analyze, and communicate complex financial information and prepare and administer organizational budgets.
- Skill in collecting and analyzing data, preparing comprehensive and accurate reports, and developing recommendations regarding policies and procedures.
- Excellent written and verbal communication skills, including the ability to explain complex information, facilitate organizational communication, and present information to the Board of Health.
- Ability to establish and maintain effective working relationships, exercise sound judgment, demonstrate initiative, and address sensitive administrative and personnel matters with discretion.
- Ability to assess situations, identify and resolve problems, prioritize competing responsibilities, and work effectively under pressure, within established deadlines, and during emergency situations.
- Proficiency in office technology and software applications, including Microsoft Office Suite and financial management applications, with the ability to quickly develop and maintain comprehensive knowledge of the Agency's financial management system and related technologies.
- Ability to attend meetings scheduled outside normal business hours.
- Ability to work occasional evenings and weekends and travel throughout the Agency's three-county service district.

Special Requirements:

Must possess a valid driver's license, proof of automobile insurance, and reliable transportation, as work-related travel throughout the district is required.

Salary and Fringe Benefits

This is a full-time position based in Coldwater, Michigan, working 37.5 hours per week.

The starting wage is **$39.65 per hour**.

BHSJCHA offers a comprehensive fringe benefit package, including:

- Health, dental, and vision insurance
- Life insurance
- Paid sick and annual leave
- Employer-contributed retirement savings plan
- Health Savings Account (HSA) options

About BHSJCHA

The Branch-Hillsdale-St. Joseph Community Health Agency serves residents throughout Branch, Hillsdale, and St. Joseph Counties. Our mission is *Helping People Live Healthier*, and we are committed to providing quality public health services and being a trusted health resource for the communities we serve.

Application Process:

Qualified applicants should submit their resume with a cover letter to the attention of:

Kayse O'Donnell
Human Resource Support Specialist
Branch-Hillsdale-St. Joseph Community Health Agency
570 Marshall Rd.
Coldwater, MI 49036
Email: odonnellk@bhsj.org

Branch-Hillsdale-St. Joseph Community Health Agency is an equal opportunity employer that values diversity. All employment decisions are based on qualifications, merit, and business need.

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benefits of working in PUBLIC HEALTH

Helping people live healthier

Why work in public health?

- Make a difference in the community
- Promote a healthy environment
- Job stability and opportunities for career development
- The field is ever evolving and you can influence health policy
- Improve the lives of children, families, and the elderly
- Eradicate disease







- 12 Paid Holidays -no waiting to be eligible for holiday pay
- Health, Dental and Vision insurance coverage begins 1st day of employment
- Vacation Time accrues from first day of employment, 16 days earned in the first year
- Sick Time accrues from first day of employment, 12 days annually
- Work week is 37.5 hours, generally Monday-Friday from 8 am - 4 pm
- Company paid Life Insurance and Short-Term Disability
- AFLAC coverage options available
- Healthcare Savings Accounts available
- Municipal Employee Retirement System with employer contribution of 5%
- Qualified Employer under the Public Service Student Loan Forgiveness Program

www.bhsj.org/careers