

**Class Title:** County Nursing Facility Administrator

**Position Title:** Administrator

### **JOB DESCRIPTION AND WORKER CHARACTERISTICS:**

**ESSENTIAL FUNCTIONS OF THE POSISTION:** For purposes of 42 USC 12101:

1. Directs and supervises nursing home personnel and operations (i.e., develops operational procedures and policies in accordance with governing statues, EEO regulations, and civil service law, etc.); ensures operations, activities and management is in compliance with state and federal regulations (i.e., Medicaid, Medicare, etc.).
2. Prepares annual budget; monitors revenue and expenditures; directs maintenance of facility and equipment operations; directs purchasing of supplies and equipment; prepares and administers capital expenditures budget; enters into contracts as directed by County Commissioners.
3. Supervise personnel; assigns tasks; provides training and orientation; evaluates work performance and compliance with work standards; approves leave; disciplines employees; interviews and selects employees; handles internal grievances; prepares and compiles reports in an accurate and timely manner in accordance with policy.
4. Meets and consults with elected and other public officials to manage and improve facility and County-wise services; demonstrates knowledge and social service resources; reviews, approves, and recommends expenditures; monitors and manages various programs to ensure compliance.
5. Attends meeting, conferences, seminars and community events as required; conducts meetings; serves on boards and committees as directed; performs public speaking as necessary; develops and maintains relationships with elected officials, residents' families and the public.
6. Maintains all required licensure and certifications.
7. Demonstrates regular and predictable attendance. This position is typically Monday to Friday; 8:30am to 4:30pm.
8. Meets all job safety requirements and all OSHA / PERRP (Public Employees Risk Reduction Program) safety standards that pertain to essential functions.
9. Maintains confidentiality in accordance with County policy and all applicable laws and regulations (HIPPA).
10. Performs any and all other related duties as assigned or directed in order to promote, further and ensure the effective and efficient operations of Fair Haven (Shelby County Home).

**SHELBY COUNTY**  
An Equal Opportunity Employer  
**POSITION JOB DESCRIPTION**

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**MINIMUM ACCEPTABLE CHARACTERISTICS:**

**Knowledge of:** budgeting; purchasing; organization goals and objectives; organizational policies and procedures; state and/or federal laws and/or regulations; state and federal nursing care requirements; Medicare and Medicaid laws, rules and regulations; public relations; community resources and services; marketing; employee training and development; personnel administration; supervisory principles and practices; management.

**Skill In:** computer operation; use of modern office equipment; motor vehicle operation.

**Ability to:** define problems; understand, interpret and apply laws, rules or regulations to specific situations; calculate fractions, decimals and percentages; compile and prepare reports; write instructions and specifications; prepare and deliver speeches and presentations; conduct effective interviews; communicate effectively; develop and maintain effective working relationships; resolve complaints; travel to and gain access to work site.