

Medical Examiner Administrator

GENERAL STATEMENT OF DUTIES: Coordinates the activities of the Genesee County Medical Examiner's Office, assisting the Chief Medical Examiner with facility management; with financial and personnel management; and autopsy and death scene investigation activities. This position will play a substantial role in the strategic planning of future office initiatives such as outside county recruitment and pursuit of NAME accreditation. At will position, appointed by the M.E.

STATEMENT OF TASKS:

Accounts payable: manages the payment of all monthly expenses, coordinating this task with the Genesee County Controller's office, and manages all service contracts with other businesses;

Accounts receivable: manages the receipt and deposit of all payments made to the medical examiner's office, and handles all invoicing of clients;

Purchasing agent: manages the acquisition of all goods and services necessary for the daily function of the office, coordinating this activity with other medical examiner personnel, the county purchasing department and the county controller's office;

Annual budget preparation: works with the Chief Medical Examiner and Genesee County Controller to review and update the annual budget;

Payroll clerk: reviews all employee time cards; submits all necessary documentation for biweekly employee payment; and coordinates employee vacation requests;

Personnel/facility manager: coordinates all building maintenance issues with IINN facilities director and the Genesee County Building and Grounds department;

Cremation permit review/approval/billing: assists with cremation permit review and approval and handles billing funeral homes for this service as part of the accounts receivable responsibility;

Funeral home liaison: assists with addressing funeral home questions and coordinates meetings with funeral directors as needed;

County client liaison: manages outside county client relationships, providing a management resource for outside county administrators and manages invoicing process of outside counties;

Autopsy/morgue management: will develop in depth knowledge of morgue functions to assist with oversight of morgue activities including the daily activities of autopsy assistant volunteer students;

Body donation coordinator: will oversee the process of donating unclaimed bodies to area educational institutions and assist with body preparation for donation;

Information Technology (IT)/EPIC coordinator: will oversee the continued development of medical examiner office IT capabilities, coordinating initiatives with the Hurley Medical Center EPIC department and the Genesee County IT department;

FOIA coordinator: assists other medical examiner personnel and Genesee County FOIA Coordinator with FOIA request compliance;

Deposition/subpoena Coordinator: oversees subpoena and deposition tracking for Chief and Deputy Medical Examiners;

Medical Examiner Investigator oversight: work with the Chief Medical Examiner Investigator to review and coordinate death scene investigator activities;

Forensic Services Strategic Planning/New Client recruitment
NAME accreditation coordinator.

This statement of tasks above is intended to be sufficient to identify the class and be illustrative of the many duties that may be assigned. It should be interpreted to describe all of the duties an employee assigned to this class may be required to perform.

REQUIRED KNOWLEDGE SKILLS AND ABILITIES:

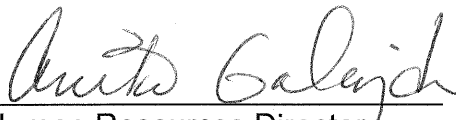
Extensive health care knowledge base;
Knowledge of the function of health care and social agencies and their relationship to the medical examiner system;
Experience with IT implementation and extensive experience working with computers and using desktop software like Microsoft Word, Excel Access, and PowerPoint;
Ability to provide direction and coordinate the activities of others;
Ability to work effectively with officials of other agencies, especially law enforcement and funeral home personnel;
Ability to work with hostile and grieving families;
Ability to attend work regularly and work under stressful conditions.

DESIRED QUALIFICATIONS

Five years' work experience in a health care related position, preferably in a coordinator/management capacity, with experience in budget management and policy/procedure implementation. Preferred consideration will be given to candidates with formal training and experience in death scene investigation or autopsy assistant work.

SPECIAL REQUIREMENTS:

Typical work schedule will be 40 hours per week during normal business hours. May be required to work, weekends, holidays and irregular work hours. Availability for on-call work from home for death scene investigation questions may be necessary.


Human Resources Director

Established: November 21, 2017