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| **Job Title:** | ***Administrative Assistant*** | **Job Category:** | *Administrative* |
| **Department/Group:** | *Administration* | **Pay Classification:** | *Non Exempt* |
| **Level/Salary Range:** | *$17.59-20.54* | **Position Reports to:** | *Health Commissioner* |
| **Civil Service Classification:** | *Classified* | **Position Type:** | *Full time* |
| **Date Revised:** | *1/1/2019* |

**Role and Responsibilities**

Under general supervision, the Administrative Assistant performs a wide variety of administrative and administrative support duties for the Health Commissioner and his/her staff.

**Experience and Education Requirements**

Must have an associate’s degree or equivalent, bachelor’s degree is preferred. Must have a minimum of three to five years of administrative assistant experience in a departmental level capacity or the equivalent in education and work experience. Previous experience working for multiple managers is desirable. Must have excellent working knowledge of Microsoft Office products such as Word, Excel, PowerPoint, etc. Experience in a public health setting preferred. Individuals with language diversity are encouraged to apply.

Valid Ohio driver’s license and acceptable driving record is required.

**Public Health Core Competencies and Essential Duties**

**Policy Development and Program Planning**

1. Adheres to ethical principles in the collection, maintenance, use, and dissemination of data and information
2. Collaborates in the development of and provides clerical/technical and administrative support to departmental quality improvement, performance management, and evaluation activities.
3. Contributes to the development of program goals and objectives
4. Describes organizational strategic plan
5. Contributes to the implementation of the organizational strategic plan
6. Applies strategies for continuous quality improvement

**Public Health Sciences**

1. Provides specialized and/or technical department and program specific information that requires interpretation of established policies, procedures, and other relevant sources to internal or external customers over the phone, in writing and/or in person.
2. Greets and directs clients to the appropriate office within the department.
3. Shares responsibility for proper operation of office machines and maintenance calls.
4. Duplicates, scans, assembles and files materials as requested.
5. May schedule meetings and maintain calendar for health commissioner and/or organizational program.
6. Maintain, inventory, order and collect supplies and/or equipment.

**Community Dimensions of Practice**

1. Under general supervision, prepared public health documents and reports.
2. Suggests relationships that may be needed to improve the health in the community
3. Supports relationships that improve the health of the community

**Leadership and Systems Thinking**

1. Adheres to occupational safety and health administration standards relevant to job duties
2. Incorporates ethical standards of practice
3. Contributes to the vision for a healthy community
4. Understands the need for professional development
5. Practices professional development opportunities
6. Describes ways to improve individual and program performance

**Communication and Cultural Competency**

1. Answers telephones, screens calls, responds to inquiries and refers callers to appropriate persons
2. Utilizes appropriate methods for interacting effectively and professionally with persons of all ages and from diverse cultural, socioeconomic, educational, racial, and ethnic backgrounds, sexual orientations, lifestyles and physical abilities.
3. Communicates in writing and orally with linguistic and cultural proficiency
4. Suggests approaches for disseminating public health data and information
5. Facilitates communication among individuals, groups and organizations
6. Recognizes the contribution of a diverse perspective in developing, implementing and evaluating policies and programs
7. Able to describe the value of a diverse public health workforce
8. Adheres to ethical principles and Tuscarawas County Health Department policies in the collection, maintenance, use, and dissemination of data and information.
9. Process mail and email by attaching related correspondence or information before forwarding, responding to mail when appropriate, identify and process time sensitive matters, maintain security and confidentiality.

**Financial Planning and Management**

1. Performs all administrative, technical/clerical activates related to department and/or program purchasing according to department policies and procedures.
2. Perform calculations involving reconciling accounts, program billing and/or other applications.
3. Adheres to organizational policies and procedures
4. Operates within program budgets

**Essential duties**

1. Maintains salary/wage schedule, makes appropriate changes to the schedule as approved by the Board of Health, processes salary/wage increases as directed, and ensures employees are placed appropriately within current salary/wage schedule.
2. Processes appropriate human resources forms for new employees.
3. Submits PERS enrollment forms.
4. Maintains and is responsible for accuracy of employee personnel files.
5. Assists employees with completion of insurance application/enrollment forms.
6. Prepares/submits required employment forms to the Department of Administrative Services.
7. Prepares required reports for such as agencies as the Ohio Bureau of Employment Services, Ohio Civil Rights Commission, and other governmental agencies.
8. Maintains current human resource policies and responds to questions on such policies. Works with Health Commissioner on revisions of such policies.
9. Maintains current job description of positions within the agency and works with Health Commissioner on updates to said descriptions.
10. Ensures posting of vacant positions are completed and coordinates the advertising to generate applicants for such vacant positions if internal candidates are not readily available.
11. Assists with applicant screening process for open positions and schedules interviews for candidates.
12. Administers FMLA paperwork and coordinates FMLA process with employee and their supervisor.
13. Performs various administrative assistant duties for Health Commissioner and his/her staff as needed such as maintaining appointment schedule, preparing correspondence, preparing/developing various reports, researching information, answering telephone calls, etc.
14. Prepares information for the Annual District Advisory Council meetings, makes necessary arrangements for such meeting, and attends the meetings and records minutes.
15. Assists the state auditor during their annual audit.
16. Assists with grant administration by preparing grant applications, monitoring grant expenditures versus established budgets, and preparing grant compliance and summary reports.
17. Prepares information for Board of Health meetings, attends meetings, and records minutes.
18. Assists with the purchase order process including preparation/maintenance of purchase orders, verification of orders to ensure availability of funds, and that appropriate purchase orders procedures are followed.
19. Prepares and maintains appropriate records and accurately completes reports by required deadlines.
20. Maintains and increases knowledge and skills through attendance at meetings, conferences, training seminars and in-service training.
21. Attends staff meetings and serves on temporary committees, as requested and is required to be punctual at such meetings.
22. Performs additional duties and assignments, as requested by Health Commissioner.
23. Regular, punctual attendance

**Behavior Expectations**

Treats others with courtesy and respect in all interactions.

**Working Conditions**

Answers telephone calls and routinely uses standard office equipment such as computers, telephones, copier and fax machines, etc. Individual bends, reaches, pushes, and pulls file drawers to file information.

Vision abilities required are up close vision and the ability to adjust and focus.

Must be to lift and/or move up to 10 pounds, and frequently lift and/or move up to 25 pounds, and occasionally lift and/or move up to 50 pounds.

Employees in this classification may occasionally need to relate to members of the public who exhibit challenging, atypical or hostile behaviors and/or communication.

**Additional Notes:**

Position is subject to a 180 probationary period as outlined in the TCHD policy manual.

Reviewed and Signed By:

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| **Employee Signature:** |  | **Date:** |  |
| **Health Commissioner Signature:** |  | **Date:** |  |