

Administrative Assistant

Department: Administration

Reports to: Clinical Director

Non-Union Position

Assists in the direction of varied administrative responsibilities that include but are not limited to personnel, purchasing, office administration, health program development and coordination, clinic coordination and supervision, quality assurance review, employee training, health providers and public liaison and communications, marketing, system development and training, and grant writing.

EDUCATION, EXPERIENCE AND SKILLS REQUIRED

- Requires graduation from a four-year college or university with a broad business and accounting or has two (2) years of full-time administrative and or direct community health experience, preferably in a public health setting
- Requires the ability to administer assigned segments of the local health department's administrative program.
- Requires the ability to supervise and coordinate staff activities
- Requires the ability to engender support for the local health department's programs by speaking and writing clearly and concisely.
- Requires ability to perform administrative tasks of graduated difficulty related to local health department administration and supervise and coordinate staff activities.
- Requires the ability to manage state and federal grant financing for agency funding.
- Requires ability to research a variety of information and distill it for executive use.
- Requires ability to apply a variety of administrative skills to recurring and unique situations including seeking support for the local health department programs in speaking and writing consistently and clearly.

ILLUSTRATIVE EXAMPLES OF WORK

- Applies knowledge in the area of statistical reporting, health program development, purchasing, personnel, clinic efficiency, provider networking, software use, marketing, communication and grant writing.
- Supervises the activities of clerical personnel engaged in reporting statistical information, billing for health services rendered and maintaining personnel and payroll records.
- Provides policy interpretations in administrative matters for departmental staff, the general public, municipal, county and township officials, vendors and civic and community organizations.
- Participates in the formulation and drafting of budgetary and grant proposals; assembles supporting information and condenses it to highlight areas of critical budgetary and grant needs.
- Administers and coordinates the department's personnel program.
- Secures background information for the Administrator in matters of procedures and policy interpretation for departmental staff, the general public, city, county, and township officials, vendors, and community organizations.
- Secures funds from state and federal agencies and tracks spending based on multiple grant sources.
- Gathers and refines statistical and grant data.
- Assists with the administration and coordination of the department's personnel program.
- May supervise assigned administrative functions of the local health department.
- Will receive immediate training on HIPAA regulations and maintain an up-to-date knowledge of all HIPAA policies and procedures.
- Willingness to be cross-trained to provide other integrated services as needed.
- Has read, reviewed and agrees to work and support the mission statement of the MCPHD.
- Satisfactorily completes trainings required for job responsibilities.
- Reports any suspected child abuse/neglect to Department of Children and Family Services (DCFS)
- Performs other duties as required or assigned.