

**INGHAM COUNTY
JOB DESCRIPTION**

ADMINISTRATIVE ASSISTANT - HEALTH

General Summary:

Under the supervision of the Health Officer, serves as the administrative assistant to the director and administrative staff by coordinating the office services functions of the administrative staff and providing administrative and secretarial assistance. Supervises support staff in Administration and the Medical Examiner's office. Processes personnel actions for all department employees, processes grant and contract projects, and compiles and analyzes information in order to produce and assist with departmental reports.

Essential Functions:

1. Initiates and processes grants, grant amendments, and contract agreements and tracks and keeps the director and appropriate clinic coordinator informed of their status. Distributes fully executed contracts/agreements to the appropriate county personnel.
2. Assists with the department's employment function by initiating and processing forms associated with filling and creating positions in the department. Serves as a resource person for staff regarding departmental and county policies and interpretation of union contracts.
3. Assists in preparing for Standing Committees and Board of Health meetings by merging various reports, preparing the agenda, assembling informational packets and collecting other materials for Board of Health meetings and transmitting them to Board members.
4. Attends meetings of the Board of Health, subcommittees of the Board, and special meetings/hearings. Takes and transcribes meeting minutes and distributes them as appropriate.
5. Participates in the interviewing and selection of support staff for Administration and the Medical Examiner's Office. Oversees personnel management functions including training, assigning functions, scheduling, and reviewing and evaluating performance.
6. Performs a variety of secretarial tasks for the Health Officer and administrative staff including preparing correspondence, maintaining Department files, making appointments, and answering the telephone.
7. Screens incoming correspondence for the Health Officer. May compile background data or draft responses as requested.
8. Assists in developing plans, objectives, policies, and procedures for the day to day operations of the department.
9. Acts as a resource person for the Health Department staff and managers regarding department and county policies and interpretation of union contracts.
10. Processes various administrative records and correspondence and organizes and maintains a filing system for general and personnel records, reports, and correspondence. Prepares reports and memoranda, compiling data as necessary.

11. Provides backup support to the Medical Examiner's Office including filing requests for Medical Examiner records.

Other Functions:

12. None listed.

An employee in this position may be called upon to do any or all of the above tasks. (These examples do not include all of the tasks which the employee may be expected to perform.)

Employment Qualifications:

Education: High school graduation or equivalent and one to two years of college with course work in office management, word processing, data processing, and related areas.

Experience: Three years of progressively more responsible office secretarial experience.

Other Requirements:

The qualifications listed above are intended to represent the minimum skills and experience levels associated with performing the duties and responsibilities contained in this job description. The qualifications should not be viewed as expressing absolute employment or promotional standards, but as general guidelines that should be considered along with other job-related selection or promotional criteria.

Physical Requirements: *(This job requires the ability to perform the essential functions contained in this description. These include, but are not limited to, the following requirements. Reasonable accommodations will be made for otherwise qualified applicants unable to fulfill one or more of these requirements):*

Ability to access office files.

Ability to enter and retrieve information from computer.

Ability to access records and documents of the division.

Ability to operate copy machines and other office equipment.

Working Conditions:

Works in office conditions.