

SHAWNEE COUNTY, KANSAS
Position Description
Administrative Officer

POSITION NUMBER: HA1207A

FLSA STATUS: N

POSITION DESCRIPTION

Under general supervision, this position provides administrative support to the Shawnee County Health Department (SCHD) Director, Division Managers, and department staff. This position performs personnel functions and a wide range of organizational, technical and administrative duties for the Director and Division Managers. This position requires a high level of confidentiality and discretion, initiative, independence, productivity, attention to detail and organizational skills. This position is responsible for exercising independent judgment and decision making based upon experience and knowledge of departmental operations. Performs other duties as requested. This position is supervised by the SCHD Director.

WORK PERFORMED

40% Administrative. Assists the Director and Division Managers to ensure the compliance of federal, state and local statutes, grants and other requirements in their Divisions. Assists the Director and Division Managers in strategic planning and accreditation. Assists the Director in the preparation of data and analysis for reporting. Serves as primary liaison between SCHD and the Shawnee County Counselor's Office. Develops, edits, tracks, and manages all contract information between SCHD and the Shawnee County Counselor's Office and all agenda requests from SCHD to the Board of County Commission. Develops, edits, tracks, and manages the SCHD Administration Standard Operating Procedures Manual. Develops, edits, tracks, and manages the student nursing schedule in collaboration with universities. Responsible for ensuring all contractual staff invoices are processed in a timely manner. Coordinates meeting space and times for management staff, prepares meeting agendas and materials, takes minutes, and maintains confidentiality of administrative meetings. Schedules appointments, conference sites, and makes travel arrangements. Answers inquiries received from the public including those difficult problems referred by staff or other employees. Gives information and makes decisions on involved technical problems and related federal, state and county law within the responsibility of SCHD. Receives, processes and refers complaints to the proper authority.

35% Human Resources. Assists the Director and Division Managers on personnel matters, *i.e.*, employee hiring, disciplinary actions, policy interpretation, etc. Serves as primary liaison between SCHD and the Shawnee County Human Resources Office. Informs the Director and Division Managers on Union negotiation issues, seniority issues, County Human Resources procedural changes, Worker's Compensation procedures, FMLA procedures, internal administration policies and procedures, and other administrative issues. Responsible for training staff in procedures for Human Resources policies and procedures. Implements and maintains departmental personnel files. Processes necessary personnel forms for employee status changes per various Union contracts and the Shawnee County Human Resources Policy Manual and certifies these forms for the Director. Schedules physicals and drug screenings for applicants. Schedules interpreter testing. Schedules Fit Testing evaluations. Informs department employees and applicants of human resource management information such as regulations, policies and procedures, Union positions and activities. Develops, maintains, tracks and updates Department personnel databases containing such information as licensure, education, salary, immunizations, TB testing, and other miscellaneous personnel information. Works closely with the Shawnee County Human Resources Department.

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- 15% Support Activities.** Independently drafts, edits and processes departmental correspondence, files, reports, email, technical documents and other written documentation for signature or review. Prepares reports and memorandums as required. Performs special projects on a variety of complex and sensitive issues. Establishes, maintains and updates detailed records, files, lists and logs on computerized and manual recordkeeping systems to assure accurate and reliable statistical reports. Searches files and records for readily identifiable information to include in reports, records or files. Verifies and inputs data collected. . Serves as an Information Technology (IT) authorized requester and departmental back-up for IT issues. Serves as an Emergency Evacuation Team member.
- 5% Communication and Collaboration.** Assists the Director so he/she may work cooperatively with the Health Officer and supervisory staff to ensure the efficient and cohesive operation of services with high quality standards in both the clinical/community settings and in accomplishing the vision and mission of SCHD. Assists the Director in the preparation and distribution of information. Notifies staff of meetings and coordinates meeting space and times.
- 5% Community Relations/Partnerships.** Assists the Director as he/she develops strategies for working successfully in collaborations throughout the community and at the state and federal levels and in working with public health system partners and other community members to plan, coordinate and improve public health and personal health outcomes in the community.

KNOWLEDGE, ABILITIES AND SKILLS

Knowledge of:

- Privacy and security regulations, confidentiality, laws, access and release of information practices.
- Human resources management including hiring practices, disciplinary procedures, terminations, etc.
- Modern management techniques.
- Federal, State and County laws and regulations that impact the department and community.
- Services of other departments or social agencies concerned with the welfare of the community.
- Microsoft Office Suite applications.
- Grant processes - development, acquisition, maintenance, and evaluation.

Ability to:

- Develop administrative policies and procedures for efficiency and effectiveness.
- Maintain professional relationships local and national organizations to gain insight and understanding of future trends, regulations, etc.
- Take initiative to make decisions and is an advocate for change.
- Work effectively with personnel and community agencies.
- Communicate effectively, both orally and in writing, using the English language.
- Perform multiple tasks simultaneously.
- Research departmental grants.

Skill in:

- Experience with regulations and accreditation standards.
- Exercise judgment within generally defined practices and policies when selecting methods and techniques in problem solving.
- The use of computer software and applications.
- Providing direction to employees on Administrative and Human Resources matters.
- Verbal and written communication skills.
- Interpersonal skills.
- Organizational skills and attention to detail.
- Analytical and problem-solving skills.
- Working with diverse populations.

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PHYSICAL REQUIREMENTS

N-Never **O**-Occasional (1%-33%) **F**-Frequent (34%-66%) **C**-Continuous (67%-100%)

	N	O	F	C		N	O	F	C		N	O	F	C
HANDS					BODY/TRUNK					OTHER				
Reaching			X		Sitting				X	Driving		X		
Pushing/Pulling		X			Bending		X			High Elevation	X			
Climbing		X			Reaching		X			Unprotected Heights	X			
Throwing	X				Lifting		X			Around Moving Machinery	X			
ARMS					Carrying		X			Driving Automotive Equipment		X		
Reaching			X		Jumping	X				Exposure to Dust, Gases and Fumes		X		
Lifting		X			Twisting		X			Cramped Body Position	X			
Pushing/Pulling		X			Squatting		X			Sustained Positions				X
Carrying		X			Turning			X		Noise Levels (Excessive)		X		
Throwing	X				LEGS/FEET					Electrical Hazards	X			
EYES					Walking			X		Slippery Surfaces	X			
Near Vision				X	Standing		X			Work Above Ground	X			
Far Vision				X	Sitting				X	Work Below Ground	X			
Color Vision				X	Carrying		X			Irregular Surfaces	X			
VOICE					Climbing		X			Moving Objects	X			
Talking				X	Jumping	X				In High Volume Traffic		X		
EARS					Turning		X			Exposure to Marked Changes in Temperature and Humidity				
Hearing				X	Lifting		X				X			

EQUIPMENT USED

Personal Computer
Multi-Line Telephone
Printer

Photocopier
Fax Machine
Two-way Radio

Calculator
Laminator
Scanner

Misc. Equipment
Office Furniture

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MINIMUM QUALIFICATIONS

- High School Diploma or GED Certificate.
- Eight (8) years administrative, clerical, and/or accounting experience.
- A Degree/Certificate from an accredited college/university or vocational school in Public Administration, Business Administration, English, Education, Accounting Management or closely related field may be substituted (only one may be chosen to substitute) for the years of experience as follows:
 - A Certificate from vocational school may be substituted for one (1) year of administrative, clerical or accounting experience. In addition to the certificate, requires seven (7) years additional administrative, clerical or accounting experience.
 - An Associate's Degree may be substituted for two (2) years of administrative, clerical or accounting experience. In addition to the Associates Degree, requires six (6) years additional administrative, clerical or accounting experience.
 - A Bachelor's Degree may be substituted for four (4) years of administrative, clerical or accounting experience. In addition to the Bachelor's Degree, requires four (4) years additional administrative, clerical or accounting experience.
- Required to type forty-five (45) words per minute. Typing Test required.
- One (1) year supervisory experience in office administration.
- Valid Driver's License and able to operate County-owned vehicle (HR-2013-2).
 - HR-2013-2: Driving record that shows: No misdemeanor or felony convictions for traffic/vehicular offenses (DUI, vehicular homicide, reckless driving, hit and run, etc.) on the driving record that are less than five (5) years old; No more than two (2) at fault or chargeable accidents on their driving record that are less than five (5) years old; No more than two (2) traffic infractions (speeding, failure to yield right of way, etc.) that are less than one (1) year old.

SPECIAL REQUIREMENTS

- Required to pass a pre-employment physical and drug screen.
- Required to complete National Incident Management System (NIMS) 700 and Incident Command System (ICS) 100 and 200 within six (6) months of employment.

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This Position Description is not designed to list all tasks and responsibilities of this position. Shawnee County reserves the right to revise or change job duties as the need may arise. This Position Description does not constitute a written or implied contract of employment.

I have read and understand the duties and requirements for this position.

Employee's Signature / Printed Name

Date

Administering Supervisor's Signature / Printed Name

Date

Appointing Authority's Signature / Printed Name

Date

Created: 07/10
Revision History: 07/23