



Josephine County, Oregon

Human Resources Office

Josephine County Courthouse
500 NW 6th Street Dept 11 / Grants Pass OR 97526
(541) 474-5217 / FAX (541) 474-5218 / TTY (800) 735-2900

POSITION DESCRIPTION

Job Title: Senior Administrative Supervisor
Department: Public Health
FLSA Status: Exempt
Job Code: 22
WC Code: 8810
Effective Date: March 6, 2013
Last Revised:
Pay Grade: NU14
Union: Non-Union (Supervisory)

SUMMARY

Supervises and coordinates the secretarial, clerical and possibly fiscal support of a department; provides administrative support and performs office management duties for Department Head and other senior management positions; performs budgeting, personnel and coordinating functions requiring a comprehensive understanding of the administrative and technical operations of a department; participates in strategic planning, policy analysis and development; coordinates public information and public relations; does related work as required. Work is performed under the general supervision of the department director and is reviewed primarily through results attained. A major portion of the incumbent's time is devoted to supervisory tasks and ensuring that medical coding and client electronic and paper medical records are managed appropriately. Ensures that the Department meets the minimum State and Federal requirements for the Women, Infant & Children nutritional supplement and referral program.

ESSENTIAL DUTIES AND RESPONSIBILITIES

(Illustrative Only. Any single position in the classification will not necessarily involve all of the listed duties below and other positions will involve duties which are not listed. These duties represent the essential functions needed of persons in this classification.)

1. Supervises subordinate employees including assigning, scheduling and reviewing work, evaluating performance, training, taking necessary disciplinary action and effectively recommending hiring and termination decisions. Coordinates the scheduling of major activities and the work flow to accomplish operating objectives.
2. Analyzes departmental division operating procedures such as recordkeeping systems, facilities utilized, suggestion systems, staff development needs/opportunities, personnel and budgetary requirements, and performance standards to create new systems or revise established procedures.
3. Conducts studies regarding departmental administrative issues and planning options, and prepares reports that include background, analysis of issues, conclusions, and recommendations for action.
4. Performs administration functions for department by maintaining personnel records; assisting in the recruitment, hiring and training of staff; developing, revising and recommending department division policies and procedures.
5. Processes complex, sensitive or confidential documents where considerable procedural knowledge is required to

insure completeness and accuracy.

6. Acts as a liaison with other departments and outside agencies to coordinate activities; provides detailed information and assistance to staff, officials, organizations, and the public regarding department operations and policies.
7. Remains current on County policies and procedures, legal requirements, ordinances, and departmental policies affecting department operations and interprets information to advise staff or subordinates of any applicable changes in procedures to reflect revised legal requirements. Develops, implements, and evaluates office procedures; develops and sets office policies.
8. Coordinates work load needs with other senior management staff of the department.
9. Serves as a member of the management team.
10. Utilizes computer hardware and software capabilities to develop formats and provide data management.
11. Provides back-up support to subordinate personnel during peak work load periods and scheduled and unscheduled leaves.
12. Ensures that the department meets the minimum State and Federal requirements for the Women, Infant & Children nutritional supplement and referral program. Manages the work performance elements of that grant.
13. Ensures that client charts (both electronic and paper) and necessary records are accurate and reviews reports and documents to identify areas of error and makes necessary adjustments.
14. Oversees all administrative requirements for managing the medical and immunizations clinics, including coding & school exclusions. Oversees issuance of food handlers cards, dog licenses and the daily handling of the cash drawer and credit card billing.
15. Serves as the department Fraud, Waste & Abuse Prevention Coordinator; maintains the integrity of WIC food instrument and breast pump issuance. Ensures that narcotic inventories are conducted monthly at the animal shelter and maintained at the Public Health Department.
16. Performs administration functions for department by maintaining personnel records; assisting in the recruitment, hiring and training of division staff; developing, revising and recommending department division policies and procedures. Serves as the primary liaison for the staff regarding Human Resource and safety issues such as performance appraisals, payroll files, new staff orientation, and training (i.e., CPR training, Health Information Protection & Portability Act (HIPPA) training, fire drills, Materiel Data Safety Sheets, etc).

SUPERVISORY RESPONSIBILITIES

Directly supervises employees in assigned areas (secretarial, clerical and possibly fiscal). Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring and training employees; planning, assigning and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems. .

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill, and/or ability required. Requires thorough knowledge of general office management practices, including supervisory skills, effective English grammar and usage, use of various filing systems; skill in the operation of standard office equipment and professional office etiquette. Requires considerable knowledge of the operations, policies and terminology of a Public Health Department and an understanding of the socio-economic factors facing the clientele served; principles of supervision and personnel practices; program development, planning and evaluation; and application of federal, state and local rules and regulations. Requires skill in problem solving, personnel evaluation and training; and use of computer software programs for work processing, spreadsheets and databases. Ability to research assigned problems; organize materials from various sources into a format of own design; maintain confidentiality; work independently and establish priorities

and organize workload to complement the needs and deadlines; understand governing regulations of assigned department; and solve problems and make accurate, independent decisions. Ability to establish and maintain effective working relationships with other employees and officials, outside officials and agencies and the public; work independently and establish priorities and organize workload to complement the needs and deadlines of others is required.

EDUCATION AND EXPERIENCE

Associate's degree in administration or management and six years progressively more responsible office experience, including supervisory and administrative responsibilities; or Bachelor's degree in administration or management and three years progressively more responsible office experience, including supervisory and administrative responsibilities; or equivalent combination of education and experience. Experience in assigned area and County government preferred.

JOB IMPACT

Consequences of error could include exposure to litigation, financial losses, and public embarrassment.

JOB CONTACTS

This position requires working with other county departments, and at times with the Board of County Commissioners, city, regional, state and federal agencies and organizations, the media, public advocacy groups, and the community to coordinate and facilitate efforts associated with department and division programs, facilities, and services.

LANGUAGE SKILLS

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public. Ability to respond courteously and tactfully, and establish and maintain effective working relationships with other employees and officials, outside officials and agencies and the public.

MATHEMATICAL SKILLS

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

REASONING ABILITIES

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

OTHER SKILLS AND ABILITIES

Must be able to comprehend and interpret comprehensive budget reports applicable to assigned area and to work effectively with other employees, agencies and the general public using courtesy, tact and good judgment. Must have the ability to plan, organize, schedule and coordinate office operations.

CERTIFICATES, LICENSES, REGISTRATIONS

Possession of or ability to obtain a valid Oregon Driver's License; safe driving record.

BACKGROUND INVESTIGATION

Those employed in this position are subject to drug testing and a background investigation, including criminal background investigation. Conviction of a crime will not necessarily disqualify an individual for this classification.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. This position works primarily in the office for management and administrative duties. The noise level in the work environment is usually moderate. Frequent contacts are made with other County departments, other governmental agencies, outside agencies and the public. This position is impacted by urgent time deadlines, heavy or uncontrollable work flow, the need to make quick decisions, the need for extreme accuracy and attention to fine detail, uncontrollable interruptions and the need to frequently shift attention. May be required to work flexible shifts to accommodate meetings.

PHYSICAL REQUIREMENTS

The physical requirements outlined are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

COMMENTS Point Factoring

E 293 / C 222 / B3 56 / A(3) – 1(2) – b(10) 15 / D3 85 = 671, M17

PHYSICAL REQUIREMENTS

Check if required for essential job function	Activity	Never 0%	Occasionally 1-33%	Frequently 34-66%	Continuous 67-100%
<input checked="" type="checkbox"/>	Standing	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Sitting - 1/2 hour plus	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Moving about work area	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Bending forward	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Stoop position - 1 minute plus	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Climbing stairs - 1 floor	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Crawling - hands & knees	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Reaching overhead	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Lifting strength	# of pounds = 25lbs			
<input checked="" type="checkbox"/>	Lifting	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Patient Lifting	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Lifting Overhead	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Moving carts, etc.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Carry items	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Dexterity/Coordination	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Keyboard Operation	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Rapid-mental/hand/eye coord.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Operation of motor vehicle	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Speech, Vision & Hearing

<input checked="" type="checkbox"/>	Distinguish colors	Yes: <input checked="" type="checkbox"/>	No: <input type="checkbox"/>	File color coding	
<input type="checkbox"/>	Distinguish shades	Yes: <input type="checkbox"/>	No: <input checked="" type="checkbox"/>		
<input checked="" type="checkbox"/>	Depth perception	Describe: Driving			
<input checked="" type="checkbox"/>	Ability to hear	Normal Speech Level: answering clients			
<input type="checkbox"/>	Other Spec. Hearing Req.	Describe:			

Exposure - Environmental Factors

<input checked="" type="checkbox"/>	Heat	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Cold	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Humidity	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Wet Area/Slippery	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Noise	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Dust	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Smoke	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Vibration	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Chemical Solutions	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Uneven Area	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Ladder/Scaffold	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Ionization	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Radiation	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Body Fluids	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>