

**BENTON COUNTY POSITION DESCRIPTION**

<b>CLASSIFICATION</b>	<b>BAND</b>	<b>GRADE</b>	<b>SUBGRADE</b>	<b>FLSA STATUS</b>
Administrative Specialist	B	2	2	Non-Exempt
<b>POSITION TITLE:</b>	Program Assistant		<b>POSITION#:</b>	
<input type="checkbox"/> New <input checked="" type="checkbox"/> Revised	<b>Date:</b>	3/3/2014		
<b>SERVICE TYPE:</b>		NON-REP PROFESSIONAL		
<b>Employee Name:</b>		<b>Department:</b>	Health Department	<b>Supervisor:</b>
<b>FTE:</b>	1.0	<b>Employment Status:</b>	TEMPORARY	

**Position Summary:**

Works independently to keep day to day administrative and program operations effective and efficient. Responsible to oversee administrative processes to assure consistency in approach and documentation across assigned programs.

**Essential Duties:**

No.	Major Functional Area (MFA)	% of Time
1	<p><b>MFA:</b> Administrative Specialist for Program Area.</p> <p><b>Essential Duties:</b></p> <ul style="list-style-type: none"> <li>Responsible to prepare and distribute materials for assigned committees, work groups, meetings and other related activities as assigned.</li> <li>Responsible to schedule and coordinate meetings, distribute agendas, document minutes, and coordinate communication.</li> <li>Assist in preparing and submitting grant related materials.</li> <li>May be involved in preparing, submitting, and distributing of program reports.</li> <li>Serve as a point of contact for the public, telephone calls, social media sites, web site, and other inquiries regarding assigned program area.</li> <li>Monitor program specific funds and make requests for disbursements.</li> <li>Plan, schedule and coordinate orientation for new and promoted staff in coordination with program managers.</li> <li>Track and input fiscal and other data for program evaluation and review.</li> <li>Coordinate with graduate and undergraduate student interns and/or program volunteers to support program activities.</li> <li>Participate in developing journal articles, media releases, attends professional conferences as a presenter and/or facilitator, and provides training and technical assistance to other groups and organizations.</li> <li>Participate as an active member of inter-disciplinary teams, and other health services &amp; county initiatives to improve and integrate services.</li> </ul>	70%
2	<p><b>MFA:</b> Administrative Support Processes</p> <p><b>Essential Duties:</b></p> <ul style="list-style-type: none"> <li>Participate on the Administrative and Program Assistants team.</li> <li>Support and assist Department Administrative Assistants to coordinate department wide trainings, quarterly staff meetings, and web page maintenance.</li> <li>Provide guidance to program personnel on Policy and Procedure processes.</li> <li>Support and assure compliance on form development and maintenance.</li> <li>Coordinate and prepare travel arrangements including registration, hotel, airline reservations, etc. as assigned.</li> </ul>	20%

3	<b>MFA: Special Projects</b> <b>Essential Duties:</b> <ul style="list-style-type: none"> <li>• Serve as a lead on special projects which may require interaction and coordination of several programs, county departments, and/or community agencies.</li> <li>• Coordinate quality improvement and compliance documentation including, but not limited to accreditation, site reviews, and similar compliance/performance review activities.</li> <li>• Support and manage documentation for health systems improvement processes.</li> <li>• Support and coordinate community partner contact lists.</li> </ul>	10%
4	<b>MFA: Other Duties As Assigned</b> <b>Essential Duties:</b>	
<b>Percentages should total 100%</b>		<b>100%</b>

**Special Requirements:**

None

**Physical Requirements:**

**Physical Demands:**

While performing the duties of this job, the employee is frequently required to use hands to finger, handle or feel; talk; or hear. The employee is occasionally required to stand; walk; sit; reach with hands and arms; and stoop; kneel; or crouch. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, depth perception and ability to adjust focus.

**Work Environment:**

The employee works in well-lighted, clean environments. The noise level in the work environment is quiet to moderate.

**Check the following that applies to this position:** The employee may occasionally:  work with angry or hostile clients or members of the public,  work with toxic substances and biohazards, and  exposure to infectious illnesses.

**Emergency Preparedness:**

Benton County is committed to emergency preparedness planning and implementation, and disaster recovery. In the case of a Health Department, County, State, Federal or other emergency or disaster, this position may be called upon to assist in responding. This may require the assignment of additional responsibilities, depending on the circumstances. These responsibilities could include unscheduled temporary changes in work schedule and/or work duties, including evenings and weekends, work relocation, overtime, working with other community agencies such as the local Fire Department, hospitals, the Red Cross and other emergency responders. The ability to be flexible is critical in our overall response to the emergency or disaster. Under Emergency situations this position may be called in to work, supporting Administration in regular duties or other work as assigned. Per County personnel policy, this position may be included in the agency's essential personnel for emergency/disaster response.

**Quality Improvement Participation:**

Employees are expected to participate in improving BHS' performance, processes, and programs through quality improvement activities, use of the PDSA model and participating on QI teams as assigned.

**NOTE:** The above job description is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department.

Employee: \_\_\_\_\_ Date: \_\_\_\_\_

Immediate Supervisor: \_\_\_\_\_ Date: \_\_\_\_\_