



Monona County Public Health

Public Health Administrative Assistant *Job Description Updated: September 2017*

GENERAL SUMMARY: Under general supervision, the Administrative Assistant assists the Administrator and provides general office support by performing general administrative duties, accounting, financial, and statistical duties, and receptionist duties.

Position Hours, Benefits & Location:

- 40 hours per week
- Benefits offered: health/dental/vision insurance, IPERS, life/disability insurance, vacation/sick/personal time/holiday time
- This position is housed out of Monona County Public Health, 610 Iowa Avenue, Onawa, IA 51040 (Monona County Courthouse)

Reports To:

Monona County Public Health Administrator

Essential Job Duties:

Maintains departmental financial records accounting for all monies collected and expenses paid. Handles accounts receivables, cash receipts, cash disbursements, and general journals. Prepares accounts payable claims for the Administrator to review and sign, and submits claims to the auditor's office for processing. Prepares periodic financial reports as required by the board of health, state regulations, board of supervisors, and as requested by the Administrator. Functions as the Board of Health Secretary by attending meetings with the Administrator, taking minutes, and preparing the minutes for approval at the next regular meeting.

Prepares reimbursement claims for various grant contracts for agency services submits to the funder per specific contract instructions. Assists Administrator in preparing grant applications, grant budgets, and in overall financial management of various grants. Analyzes projected versus actual expenditures and assists in preparing annual agency budgets and revisions. Prepares or assists with preparing cost reports as required by federal and state regulations and specific contract procedures.

Performs various administrative functions such as maintaining a systematic filing system including all records, preparing reports and correspondence, and greeting the public. Uses a computer to complete most accounting and written documents and email for most interagency communications and communication with Iowa Department of Public Health and the general public. Deals directly with public by handling telephone calls and counter traffic, screening visitors and callers, making appointments and answering questions. Maintains office equipment and orders supplies as assigned by the Administrator.

Other duties currently conducted by this position include:

- Designated as Assistant Administrator and as such, works closely with the Administrator to promote the health and safety of the residents of Monona County. In the absence of the Administrator, assumes the overall delegated responsibilities of the Administrator.
- Education to the Community on public health topics at appropriate events as assigned by the Administrator. Especially focusing on Childhood Lead Poisoning Prevention.



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- Financial Management of 5-county Childhood Lead Poisoning Prevention Program.
- Management of data in HHLPSS database with referrals to Medical Case Managers at each sub-contracting local public health agency. Includes education to that personnel on lead poisoning, the program protocols, and using the HHLPSS system.
- Is certified as an Elevated Blood Lead Inspector and performs inspections throughout the 5-county area. An XRF Machine is used to identify the specific lead hazards a lead poisoned child is being exposed to and instructing the parents and property owner how to repair the lead hazards.

Knowledge, Skills, And Abilities Required:

Individuals must possess the following knowledge, skills, and abilities or be able to explain and demonstrate that the individual can perform the essential functions of the job, with or without reasonable accommodation, using some other combinations of skills and abilities and to possess the necessary physical requirements, with or without the aid of mechanical devices, to safely perform the essential functions of the job.

- High school diploma or ability to read, write, and perform basic math functions at the high school level.
- Knowledge of standard office practices and procedures.
- Knowledge of basic accounting principles and procedures including the ability to perform basic math and accounting functions.
- Skill in coordinating and prioritizing office functions and ability to maintain orderly files and records using standard alphabetical and numerical sequencing.
- Skill in dealing with the public in a helpful, courteous and pleasant manner, including working with a variety of individuals including those with physical or mental disabilities.
- Ability to accurately prepare reports, letters, and accounting documents using computer programs such as “MS Word” and “MS Excel”. Skill at proofreading for accuracy and attention to details.
- Ability to effectively communicate in written and oral form using standard rules of grammar and spelling.
- Ability to operate general office equipment such as computers, printers, faxing, photocopiers, shredders, and calculators as needed.
- Knowledge of standard processes and procedures of local government and their budgets.
- Knowledge of standard grant processes and procedures.
- Knowledge of Parliamentary Procedures.
- Other duties as assigned.

Work Environment:

Works inside, seated or standing at a desk for extended periods of time. Work includes frequent interruptions and meeting various deadlines. Deals directly with the public including individuals with mental and physical disabilities. Minimal physical activity is required for essential duties however, the EBL Inspector activities require the mobility to bend down to floor level, climb steps, lift at least 50 lbs.

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1. Marginal functions of positions that are incidental to the performance of fundamental job duties have been excluded from our job descriptions.



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2. All requirements are subject to possible modification to reasonable accommodate individuals with disabilities.
3. Job descriptions in no way state or imply that the description includes every duty to be performed by the employee occupying the position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by the Administrator.
4. The Administrator reserves the right to change or re-assign job duties, or combine positions at any time.

I have carefully read and understand the contents of this job description. I understand the responsibilities, requirements and duties expected of me. I understand that this is not necessarily an exhaustive list of responsibilities, skills, duties, requirements, efforts or working conditions associated with the job. While this list is intended to be an accurate reflection of the current job, the employer reserves the right to revise the functions and duties of this job or to require that additional or different tasks be performed as directed by the employer. I understand that I may be required to work additional time, different shifts or hours outside the normally defined workday or workweek. I also understand that this job description does not constitute a contract of employment nor alter my status as an at-will employee. I have the right to terminate my employment at anytime and for any reason, and the employer has a similar right.

Employee's Signature

Date

Public Health Administrator

Date

The County of Monona is an Equal Employment Opportunity Employer. In compliance with the Americans Disabilities Act, the county will provide reasonable accommodations to qualified individuals with disabilities and encourages prospective employees and incumbents to discuss potential accommodations with the employer.