

Orcas Island Health Care District

Job Title: Administrative Assistant
Reports To: District Superintendent

Status: Non-Exempt
Date: September 9, 2020

GENERAL STATEMENT OF JOB

Under minimal supervision, performs administrative duties that may involve contracts management, file management, grants administration, project management, website management, general administration, and records management. Work involves the use of computer applications such as WordPress, Microsoft Word, Excel, SharePoint, Project (or SmartSheet), and Power Point. Some independent judgment and initiative are required in performing assigned duties. This is a job that requires a lot of independent work and flexibility in schedule.

KNOWLEDGE, SKILLS, AND ABILITIES

1. Must be self-motivated and possess a strong work ethic.
2. Must have strong written and oral communication skills.
3. Ability to multi-task, possess strong organizational skills and attention to detail.
4. Awareness of principles and practices of office record keeping, records retention, and records management.
5. Familiarity with creating and maintaining document management systems, such as SharePoint.
6. Skilled in tactfully and courteously dealing with the general public and others seeking information about District.

SPECIFIC DUTIES AND RESPONSIBILITIES

The listed duties are only illustrative and are not intended to describe every function that may be performed by this position. The omission of specific statements does not preclude the Board or Superintendent from assigning specific duties not listed if such duties are a logical assignment to the position or specific project.

Essential Job Functions

- Maintain District website including the timely posting of Board meeting materials and other updates, as necessary.
- Maintain Board Calendar, which includes tracking of Commissioner schedules and meetings of the Board and various Committees.
- Responsible for attending and taking Minutes at Regular meetings of the Board. As needed, will also be available to attend Special Board and Committee meetings and serve in a similar capacity.
- Plan and provide for meeting logistics and public notice publication, as required, in accordance with the Open Public Meetings Act.
- Maintain documentation of Board Actions, ensuring the proper retention of Agendas, Minutes, Policies and Resolutions.
- Develop tracking system to ensure the proper retiring of records to archives or destruction.
- Handle confidential and sensitive information, as required.

ADDITIONAL JOB FUNCTIONS

- Periodically research and complete grant applications, as directed.
- Develop and implement procedures for grants management, including monitoring, reconciling, reporting and invoicing.
- Perform other related work as required.

QUALIFICATIONS

1. Bachelor's degree or equivalent business experience.
2. Proficient with Microsoft Word, Excel, Project (or SmartSheet), and SharePoint, as well as WordPress and SurveyMonkey.

PAY RANGE AND TERMS OF EMPLOYMENT: Salary range of \$20 - \$25/hour depending on experience. This is a part-time position that reports to the District Superintendent and is expected to be 10 hours/week. Hours could vary depending on the time of year.

Candidate must be willing and able to participate in the semi-monthly Board meetings which occur on the 1st and 3rd Tuesdays of the month from 5 – 7 pm. Due to the nature of the position, there are limited times when weekend work is needed.

LOCATION: Eastsound, Washington