

## **Orcas Island Health Care District Administrative Assistant Position**

Proposed Job Description / Duties February 24, 2022

The Orcas Island Health Care District (OIHCD) is seeking a half-time administrative assistant to work directly with the District Superintendent and to join the District team. Hours can be flexible. OIHCD presently provides financial support to the Island Primary Care-Orcas Clinic to ensure that all the members of our community have access to high quality primary and acute care including after-hours acute care in a financially sustainable and cost-effective manner. We are looking for someone who would like to assist us in achieving that goal.

- I) Position Responsibilities:
  - A) Records Management including SharePoint updating
  - B) Financial management
    - a) Prepare and distribute monthly financial statements
    - b) Reconcile OIHCD and San Juan County (SJC) monthly reports
    - c) Prepare budget spreadsheets
    - d) Pay bills as needed
  - C) Communications
    - a) Develop and maintain an email information list
    - b) Oversee website posting and updating
    - c) Posting to the Orcasonian and the Sounder
  - D) Building and Equipment management
    - a) Oversee service and maintenance contracts
    - b) Respond to maintenance needs
    - c) Conduct annual equipment inventory and maintain preventive maintenance schedule
    - d) Manage bid solicitation and award process
  - E) Board Matters
    - a) Assemble materials for Board meetings
    - b) Posting meeting notices
    - c) Preparing a calendar of committee meetings
    - d) Preparing Board minutes
  - F) Other projects as needed

- II) Qualifications Desired:
  - A) Strong organizational and time management skills
  - B) Problem-solving attitude
  - C) Experience with management of records
  - D) Some knowledge of bookkeeping and financial transactions
  - E) Strong computer skills and experience with Microsoft Office
  - F) Excellent interpersonal skills; ability to work independently and as part of a team
  - G) Excellent written and verbal communication skills
  - H) Ability to implement standard office practices and operate office equipment
  - I) Ability to maintain confidentiality
  
- III) Salary and Benefits:
  - A) Starting salary: commensurate with experience
  - B) Health benefits proportional to hours worked