

Position Announcement
Administrative Assistant
Orcas Island Health Care District
Posted March 7, 2022

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

Working with the San Juan County (SJC) Auditor's office this position manages financial transactions and records, prepares spread sheets and pays bills. The assistant manages, files and stores paper and electronic documents, which are public records. The position prepares materials for public Board meetings and assists with public communications, calendaring and posting of documents. Schedule is flexible, 20 hours a week with paid medical and dental and other job benefits. Salary is commensurate with experience. Worksite is in Eastsound.

For a full description of job duties, qualifications and application materials, see below. The position is open until filled. First review of applications will be March 23, 2022.

To Apply

Please send a resume and cover letter to:

Tom Eversole
Interim Superintendent OIHCD
P.O. Box 226
Eastsound WA 98245

Documents may be sent as an email attachment (PDF) to TomE@orcashealth.org

Position Description

See next page

**ADMINISTRATIVE ASSISTANT
Orcas Island Health Care District (OIHCD)**

Job Title: Administrative Assistant

Status: Non-Exempt

Reports To: District Superintendent

Date: March 7, 2022

GENERAL STATEMENT OF JOB

Under minimal supervision, performs administrative duties that may involve contracts management, file management, grants administration, project management, general administration, and records management. Work involves the use of computer applications such as Microsoft Word, Excel, and Power Point and project management software. Some independent judgment and initiative are required in performing assigned duties. This is a job that requires a lot of independent work and allows flexibility in work 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. Possess professional standards for business correspondence writing, grammar, and spelling.
5. Awareness of principles and practices of office record keeping and management.
6. Familiarity with creating and maintaining file systems and using databases.
7. Skilled in tactfully and courteously dealing with the 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

Records Management

- a) Updating and storing files in One Drive / SharePoint
- b) Hard copy file management
- c) Proper retiring of records to archives or destruction per required schedules

Financial management

- a) Using data from San Juan County (SJC) County Auditor's Office, prepare and distribute monthly automated financial statements
- b) Prepare twice monthly accounts payable (AP) reports for SJC
- c) Reconcile OIHCD claims and SJC monthly AP reports

- d) Pay bills as needed

Communications

- a) Maintain an e-mail information list
- b) Oversee website posting and updating
- c) Posting media communications to the *Orcsonian* and the *Sounder*, etc.

Building and Equipment Management

- a) Oversee service and maintenance contracts
- b) Respond to maintenance needs through contractors
- c) Conduct annual equipment inventory and maintain preventive maintenance schedule
- d) Assist superintendent to manage bid solicitation and award process

Board Matters

- a) Assemble materials for Board meetings
- b) Post meeting notices
- c) Assist in scheduling committee meetings
- d) Prepare or review Board minutes
- e) Maintain documentation of Board Actions, ensuring the proper retention of Agendas, Minutes, Policies, AP Claim Vouchers and Resolutions
- f) Handle confidential and sensitive information, as required

Other Duties

- a) Projects and tasks as assigned

ADDITIONAL JOB FUNCTIONS

- a) Research and complete grant applications, as guided/directed by superintendent
- b) Develop and implement procedures for grants management, including monitoring, reconciling, reporting and invoicing
- c) Perform other related work as required

QUALIFICATIONS

Minimum Qualifications

- a) Bachelor's degree or equivalent experience.
- b) Proficient with Word and Excel, familiarity with database and website management preferred.

Desired Qualifications

- 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

PAY RANGE AND TERMS OF EMPLOYMENT: Salary commensurate with experience. This is a part-time position for 20 hours/week. A flexible work schedule may be considered. Paid medical, dental and long-term disability benefits are provided. Ten (10) paid holidays and one (1) week of paid vacation annually.

LOCATION: Eastsound, Washington