

GRADE: 11

DIVISION: Adolescent and Child Health

POSITION SUMMARY:

Primarily responsible for providing efficient and effective administrative support to the Adolescent and Child Health Division and its Division Chief. Primary duties will include supporting the various programs with projects and administrative duties. Other duties may include recordkeeping, data entry, filing, mail distribution, copying, correspondence, ordering and distributing supplies, and informational file updating.

PRINCIPAL DUTIES/RESPONSIBILITIES:

The following functions represent the majority of the duties performed by the position but is not meant to be all-inclusive or prevent other duties from being assigned when necessary.

ESSENTIAL JOB FUNCTIONS:

1. Performs clerical support for the Adolescent and Child Health division and its programs, which includes filing, photocopying, mail distribution, recordkeeping, fax distribution, ordering supplies, & preparing correspondence as needed.
2. Performs administrative support for the Division Chief.
3. Handles all supply requests.
4. Scanning and emailing completed forms to the proper manager, supervisor, attendee, and administrative assistant.
5. Assists all employees with general questions either in person, via email, or by phone.
6. Leave administrator for the department. Enters leave requests for all Adolescent and Child Health Division programs and maintains the T&E System.
7. Makes travel arrangements; arranges interviews, appointments, and conferences as needed.
8. Coordinate set-up and management of events as assigned; may actively be a part of on-site event set-up/tear down and planning, coordinating, implementing, and supervising events; Maintains accurate and detailed event logistical records including timelines, task lists, supplies, inventory, registrants, attendees, and financial information.
9. Operates various office equipment and makes appropriate technical repair requests; orders and maintains program's supplies; and retrieves and disseminates mail.
10. Participates in staff meetings and quality assurance and audit activities.
11. Completes required training in support of duties and responsibilities of this position.
12. Other duties as assigned including those required to fulfill activities in support of public health emergency operations.

QUALIFICATIONS/SPECIFICATIONS:

Education:

- High school diploma or equivalent required.
- Additional education in office administration or business preferred.

Experience:

- 1-3 years of progressively responsible administrative work required.
- Knowledge of working in a professional office setting, maintaining personnel files, and general knowledge of employment practices.

Knowledge and Skills:

- Must be able to maintain a high level of confidentiality at all times.
- Excellent communication skills are required in communicating effectively with all levels of participants and employees.
- Must be highly motivated and capable of working under demanding time constraints with minimal supervision.
- Proficient in Microsoft Office including Word, Excel, Access, PowerPoint, and Outlook with knowledge to write formulas and use functions and filters.
- Excellent interpersonal and communication skills.
- Knowledge of proper English usage, spelling, punctuation, and grammar.
- Skills in concentrating and paying attention to detail, spelling, and writing legibly.
- Excellent skills in planning and organization of multiple duties.
- Skills in concentrating and paying attention to details.
- Ability to work cooperatively with people at all levels with respect and ability to respond appropriately in a variety of complex situations.
- Report to work promptly when scheduled.
- Be able to work under supervision and accept feedback.
- Relate effectively and work respectfully with diverse work groups.
- Ability to consistently perform well during times of increased workload.
- Set and meet deadlines.
- Ability to travel as needed to other locations.
- Ability to follow oral and written directions and work effectively with others as a team.
- Ability to solve practical problems and interpret instructions.

Licenses: None.

INTERNAL AND EXTERNAL WORKING RELATIONSHIPS:

- Regular internal contact with other personnel and employees to provide and gather information.
- Occasional contact with the public to provide and gather information and to schedule appointments.

PHYSICAL EFFORT:

This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets, and fax machines. Lifts materials, boxes of records, and equipment weighing up to 15-20 pounds; stooping, bending, and squatting while retrieving files. Repetitive hand and arm movement related to computer and telephone operation. Reaching, grasping, talking, hearing, and visual acuity are required to effectively work in this role. Sitting for an extended period.

SUPERVISORY RESPONSIBILITY/ACCOUNTABILITY:

Direct Supervision – None.

Indirect Supervision – None.

Budget/Money/Material – Responsible for assigned hardware and software.

Reports to – Division Chief of Adolescent and Child Health

WORKING CONDITIONS:

General office setting in a building with public access.

SPECIAL REQUIREMENTS:

- Must maintain THD record confidentiality according to HIPAA regulations.
- Must possess ability and willingness to perform job-related travel between THD sites. Rarely.

FLSA Status: *Non-Exempt*