



Position: Administrative Assistant I

Department: Macon County Public Health

County Position Number: 511077

Grade: 23

Salary: 33,268.04

Posted: June 5, 2024

Closing Date: June 21, 2024

General Definition or Description of Work

The position serves as an Administrative Assistant for the Office of the Health Director. Responsibilities include, but are not limited to assisting the Health Director by:

- Provides confidential executive level support in matters pertaining to: Personnel management; development of policies and procedures; contract negotiations; meeting minutes; complaint resolution; employee payroll and legal proceedings.
- Manages schedules and maintains files for recurring meetings/conferences
- Scheduling and arranging meetings
- Makes travel arrangements and completes reimbursement forms/requests
- Composes/drafts: Contracts, memos, policies and procedures, and assorted other materials
- Monitors and coordinates the processing of Department contracts
- Assists with monitoring of Department productivity standards
- Assists with monitoring of Administrative Policy – maintains Department Administrative Policy Manual
- Interacts professionally with Board of Health, Board of County Commissioners, County Manager, other county department directors and community partners and/or stakeholders
- Serves as an Assistant Deputy Registrar for Vital Records for the agency
- Other duties as assigned by Health Director

General work hours are Monday through Friday 8 a.m. to 5 p.m. with some early morning or occasional evening and/or weekend work required to meet the public health needs of the community.

Qualification Requirements

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions.

Knowledge, Skills and Abilities

General knowledge of office management techniques; and ability to practice effective communication techniques both orally and in writing; effective supervisory practices and ability to plan and supervise the work of others, if applicable. Ability to analyze and interpret policy and procedural guidelines and to resolve problems and questions. Skill in organizing work flow and coordinating activities

Education and Experience

High school diploma or GED with four (4) years of experience in progressively responsible secretarial or clerical/administrative/office management experience; or completion of a two-year secretarial science or business administration program and two years of progressively responsible secretarial or clerical/administrative, office management experience; or completion of a four-year program in a college or university preferably with major emphasis on coursework in business administration, public administration, or other related field; or an equivalent combination of training and experience.

Proficiency in using Microsoft Outlook, Word, Excel and PowerPoint desired.

Schedule

Monday through Friday 8:00 a.m. to 5:00 p.m.

How to apply:

- Applicants must register online or in person with NC Works. www.ncworks.gov
- Submit a State application (PD-107) and, if needed PD 107 continuation job sheet.
- Applicants must include 3 references with their contact information and the applicants valid email address for all correspondence from the employer to the applicant.
- No applications are accepted at Macon County Human Resources or Macon County Public Health.
- A criminal background check will be completed before hiring.

****Registration and PD-107 are required and may be obtained from and submitted to NC Works on or before the closing date.**

Division of Workforce Solutions - NC Works
Court House Annex
5 West Main Street
FRANKLIN, NC 28734