

**Macon County  
Job Posting Request**



**Position: Administrative Assistant I**  
**Department: Macon County Public Health**  
**County Position Number: 5110-0052**  
**Grade: 23**  
**Salary: 32,299.02 per year (\$15.5284 per hour)**  
**Closing Date: Until Filled**

**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.

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**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.