



Cow Creek Government Office

Position Description

Position Title: Administrative Assistant

Department: Public Health

Reports To: Public Health Manager

FLSA Designation: Non-Exempt

POSITION PURPOSE:

Under the direct supervision of the Public Health Manager, the Administrative Assistant provides office administration support, program and project assistance for all of the various members of the Public Health Team as needed.

ESSENTIAL FUNCTIONS:

- Provide administrative support to all Public Health (PH) Department.
- Coordinate office organization and professional appearance of department.
- Maintain PH Department project tracking and training database.
- Maintain PH Department records.
- Review and develop contracts and amendments as directed by the PH Manager.
- Assist in the tracking of PH Department budget and account information.
- Participate in other PH Department related grant writing and reporting.
- Work with others in the PH Department on preparing presentations, reports and documents.
- Assist with PH Department activity scheduling and coordinate travel arrangements for Department staff.
- Develop and maintain PH filing systems, including such activities as copying, faxing, assembling documents, scanning documents and records/literature management.
- Assist in the coordination and management of PH activities and events as directed by the PH Manager and other PH Leads.
- May be asked to perform other tasks, as required.

QUALIFICATIONS:

- High school graduate or equivalent required, with Associate Degree or higher in Office Administration preferred.
- Knowledge of Microsoft applications required, including Word, Excel with TEAMS and Qualtrics software, preferred.
- Understanding of accounting systems and controls, accurate data entry skills, and knowledge of documentation and budgeting required, with specific experience in timber sale revenue and disbursement records a definite plus.
- Knowledge of PowerPoint and/or GIS software a plus.
- Ability to type 60+ wpm.
- Strong filing and organizational/prioritization skills.
- Excellent written and oral communication skills.
- Additional knowledge and skills related to database development a plus.

- Experience in grant writing a plus.
- Ability to adjust to quickly changing duties and assignments.
- Ability to work with others as a team player.
- Current and valid Oregon driver's license.