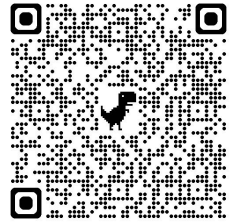




# Administrative Assistant/ Office Manager 1



LINN COUNTY DEPARTMENT OF HEALTH SERVICES

Class Code: 044

## AVAILABLE POSITION

### **Administrative Assistant/Office Manager 1 – HIT Team Health Information Technology (Classification 044) Management/Exempt Full-Time (37.5 hours/week) position**

#### **ESSENTIAL FUNCTIONS:**

We're seeking a proactive and detail-oriented individual to join our team as a key liaison for both internal and external stakeholders. If you're adept at maintaining confidentiality, organizing information, and ensuring smooth communication channels, this role might be perfect for you.

- Serve as a point of contact for both internal and external stakeholders, embodying professionalism and discretion in all interactions.
- Utilize Microsoft Office Suite to create, edit, and format a variety of documents, presentations, and reports.
- Perform a variety of administrative duties including preparation of meeting minutes, documenting processes, and assisting customers.
- Draft and meticulously proofread emails, memos, reports, and other communications, ensuring accuracy and attention to detail.
- Assist in managing communication, including coordinating calendars, emails, phone calls, virtual and in-person meetings, while maintaining proactive organization.
- Maintain a deep understanding of inter-team processes to facilitate appropriate communication and support as needed.
- Coordinate ordering needs for the department and track purchase orders along with any related deadline.
- Coordinate meetings, events, and offsites, providing logistical support and management.
- Provide project management support for complex planning and execution of department initiatives, including organizational roadmaps.
- Handle unexpected situations with flexibility and professionalism. Develop and maintain effective, harmonious, and reasonable work relationships with others.
- Facilitate special projects as assigned.
- Within defined guidelines, provide technical assistance or training.
- Maintain regular and predictable work attendance.

#### **MINIMUM QUALIFICATIONS:**

Considerable knowledge of office practices and procedures as required by the position. Ability to relieve a program manager of administrative details with minimum supervision and with only general direction. Graduation from senior high school and three years of progressively responsible secretarial experience or any satisfactory equivalent combination of experience, education and training which demonstrates the ability to perform the work described. Must be able to pass a criminal history check and possess or obtain a valid Oregon driver's license with an acceptable driving record.

**SALARY, BENEFITS, COMPENSATION:**

Linn County employees say their benefits play a large role in what makes the County such a great place to work. We offer competitive benefit plans.

- Medical, Dental, and Vision Benefits
  - Family plans are less than \$15 per month
- Vacation and Floating Days
- Paid Holiday Time
  - 10.5 paid holidays
- Sick & Bereavement Time
- Employee Assistance Program (EAP)
- County Paid Life and Long-Term Disability Benefits
- Longevity Incentive
- Public Service Loan Forgiveness
- Public Employee Retirement System (PERS)
  - Fully Paid by County

We offer a Work/Life Balance with our work week is 37.5 hours. With our reduced schedule, it will allow for a healthier work life balance.

For a full list of our benefits, please visit our Benefits webpage: [Benefit Summary](#)

<b>SALARY RANGE</b>	<b>\$3,969 – \$4,981 per month</b>
<b>CLOSING DATE:</b>	<b>Until Filled</b>
<b>HOW TO APPLY:</b>	<a href="http://www.linncountyhealth.org">www.linncountyhealth.org</a>

**AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER**

A copy of the Job Classification for this position as well as the Employment application may be obtained from the Linn County Board of Commissioner's Office, Room 201, Linn County Courthouse, PO Box 100, Albany, OR 97321; at the Oregon Employment Division Office in Albany, or online at <http://www.co.linn.or.us>.