

Job Title: Administrative Assistant		
FLSA Status: Nonexempt	<input checked="" type="checkbox"/> Full Time <input type="checkbox"/> Part Time	Starting Pay Range: \$18.36 – \$20.98
Location: Auburn, NE		
Supervises: None		
Reports To: Executive Director		

JOB SUMMARY
<p>The Administrative Assistant provides comprehensive support to ensure efficient office operations. The Administrative Assistant conducts general office assistance, prepares correspondence, greets visitors, processes forms and requisitions, maintains Department software and website, organizes and files information and Department records, and performs other clerical tasks.</p>
DUTIES AND RESPONSIBILITIES
<ul style="list-style-type: none"> • Answer phones and greet visitors in a professional and friendly manner. • Schedule appointments for patients and staff as needed. • Schedule and coordinate meetings, ensuring all participants are informed and prepared. • Gather and distribute incoming and outgoing mail. • Prepare various communications, such as memos, emails, reports, and other correspondence. • Provide support to the Board of Health by preparing agenda, informational packets, transcribing recorded minutes, and ensuring timely delivery of packets to Board members. • Create and maintain filing systems, both electronic and physical. • Assist with preparation of materials for Department events and programs. • Work within Microsoft Office 365 and virtual meeting platforms. • Operate and maintain office equipment, like printers and fax machines. • Prepare and maintain purchase requisitions, expense vouchers, and other expense documentation. • Maintain supply levels and order supplies for individuals, programs, and SEDHD offices. • Maintain inventory of Department supplies, assets, and equipment. • Coordinate vehicle and building maintenance, as well as repair and replacement of office equipment, and other fixed assets. • Maintain the Department’s website, social media accounts, and other communication and marketing platforms. • Assist in the development and dissemination of Department notices, media releases, reports, and other information materials about the Department and programs. • Coordinate and complete conference registrations and travel arrangements for staff. • Participate and assist in accreditation. needs assessment, performance management, strategic planning, and quality improvement initiatives. • Perform data entry, update records, and generate documents as requested. • Participates in public health emergency response preparedness, planning, and response activities. • Perform other related duties as assigned.
KNOWLEDGE, SKILLS, AND ABILITIES
<ul style="list-style-type: none"> • Ability to follow oral and written instructions. • Self-starter and able to work with minimal supervision. • Ability to be flexible and multi-task. • Excellent verbal and written communication skills. • Excellent interpersonal and customer service skills.

- Proactive communications with administration and project leaders to ensure progress toward desired outcomes.
- Ability to learn and manage various computer software and platforms.
- Proficient in Microsoft Office Suite or related software.
- Excellent organizational skills and attention to detail.
- Knowledge of principles and practices of organization, planning, records management, research and general administration.
- Ability to work independently and as part of a team.

EDUCATION AND EXPERIENCE

- High school diploma or equivalent; some college preferred.
- Some experience with varied and progressive administrative assistance experience.

OTHER

- Must be able to use personal vehicle for travel if needed.
- Able to work in a smoke-free and drug-free work environment.
- Able to pass pre-employment screenings and agree to have a background check.
- Able to spend prolonged periods sitting at a desk and working on a computer.

CERTIFICATES, LICENSES, REGISTRATIONS

- Valid driver's license and have and maintain a clean driving record.
- Current vehicle insurance certificate.
- Completion of National Incident Management (NIMS)/Incident Command System (ICS) 100, 200, 700, and 800 independent study courses. An applicant who has not completed ICS 100, 200, 700, or 800 will be required to complete the courses within three months of employment.

WORKING CONDITIONS

Work is performed primarily at SEDHD office sites, as well as community sites. Computer equipment, copiers, personal or Department vehicles, and public health equipment and supplies are used to perform functions. This job may encompass light lifting, standing, walking, being seated for extended periods, possible overtime, driving, some overnight travel, and infrequently working nights and weekends. Work also involves contact with, or exposure to, inclement weather conditions when traveling to various locations.

EQUAL OPPORTUNITY

The Southeast District Health Department is an equal opportunity employer, and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity or expression, pregnancy, age, national origin, disability status, genetic information, protected veteran status, or any other characteristic protected by law.

HOW TO APPLY

Submit an application on the Southeast District Health Department's [Career Opportunities page](#).