

JOB DESCRIPTION



POSITION TITLE: Executive Assistant/Office Manager

REPORTS TO: Superintendent

SUPERVISES: Wellness Center Assistant

SALARY: Exempt, Benefit eligible position

GENERAL DUTIES:

The Office Manager provides administrative support services to the Board of Commissioners, Superintendent and Directors by scheduling committee and public meetings, preparing agendas and minutes. This position coordinates daily office operation while observing strict confidentiality regarding all information obtained in the course of employment. Provides work direction or support to other staff. Performs other duties as assigned.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES:

Commissioner Meetings (10%)

- Prepare and coordinate public and commission meetings; prepare logistics for monthly Board, Program, Finance and Executive Committee meetings.
- Primary point of contact for Snohomish County elections process and delivery of required forms for commissioner candidates.
- Handles confidential information including Hospital District documents (meeting minutes, exhibits, resolutions, meeting packets, and agendas).
- Provide logistical support for board retreats, Verdant Partner Roundtable meetings, community events, and other staff projects as needed.

Administrative Support (60%):

- Maintain calendar for the Superintendent and Directors, including meeting and travel arrangements and hotel accommodations as needed.
- Prioritize incoming mail, email, phone calls and meeting requests for appointments; delegate requests for information, monitor and track documents for completion and prepare correspondence which require timely action, decision or response.
- Serve as the liaison between the Superintendent and the general public, government agencies, media, and healthcare associations.
- Review, edit, and draft documents, reports and correspondence as requested.
- Maintain records in accordance with the public records act and prepare required reports.
- Collaborate and coordinate with team to develop and implement procedures and techniques to accomplish organizational objectives.
- Coordinate with the external human resource consultant to support recruitment, schedule new hire orientation, schedule annual performance reviews, conduct employee handbook reviews and coordinate separation activities.

Finance Operations (5%):

- Provide administrative support to the Director of Finance & Operations with bank deposits, credit card reconciliations, commissioner timecard, tag and track all District-owned fixed assets and accounts payable.

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- Ensure all travel and conference registrations are handled in a timely manner and paid according to accounting standards.
- Assist with the bi-annual fixed asset inventory verification with Swedish Edmonds for District-owned assets.
- Assist with preparation and data requests for the annual financial statement audit, State Accountability Audit and any Department of Revenue audits.

Office Operations (25%):

- Distribute incoming mail, respond to emails, phone calls, and requests for meeting space.
- Manage building compliance/property management and repairs in the Verdant Facility and property.
- Order and stock office materials and supplies.
- Serve as liaison between the Verdant Community Wellness Center and the general public for room scheduling, email, file creating, updating the daily room calendar and ensuring a clean working environment.
- Manage processes for booking space at the VCWC. Coordinate and manage policies and procedures that include up-to-date guidance on safe and appropriate use of community spaces during pandemics and other critical periods.
- Analyze and track the utilization of the VCWC to report on individuals and groups served.
- Recruit and hire instructors and manage course scheduling system.
- Supervise the Wellness Center Assistant.

QUALIFICATIONS:

Education and Experience Requirements:

- Associates Degree required. Bachelor's degree preferred.
- Three or more years of progressive responsible experience, preferably as Office Manager.
- Experience providing administrative and meeting support in public sector preferred.

Knowledge, Abilities and Skills:

- Monitor administrative principles and procedures for municipal corporations to ensure compliance with state laws.
- Ability to exercise independent judgment, observe confidentiality, maintain ethical standards and exercise discretion.
- Maintain meeting records in compliance with the Public Records Act (RCW42.56).
- Monitor Commissioners, Superintendents and Directors participation in and completion of Open Government Training through the Washington State Attorney General's Office for adherence to Washington State laws, rules, regulations and guidelines for public health districts.
- Solid knowledge of accounting principles, practices and procedures.
- Analyze, audit, research, and reconcile records and reports to assure accuracy and completeness.
- Proficient in various office software, including Microsoft Office (Word, Excel, Outlook, and PowerPoint) and accounting software such as QuickBooks.

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SERVING SOUTH SNOHOMISH COUNTY

- Familiar with programming telephone system, audio visual equipment and/or the internet.
- Produce work product that meets professional standards of quality, neatness, accuracy, and promptness.
- With stellar communication, positively interact with the public. Exercise diplomacy and tact when assisting and interacting with the public, including any distraught or difficult individuals.
- Ability to work independently and quickly resolve work-related issues.
- An abiding commitment to diversity, equity and inclusion.
- Ability to work evenings and weekends to support Superintendent, Directors, and Board of Commissioners.

Working Environment/Physical Requirements:

- To successfully perform the essential duties of this position, an individual must be able to sit at a desk for four or more hours a day, and use office equipment, including phones and computer keyboards, for four or more hours per day. Individuals must be able to engage clients over the phone and in-person by voice. Regular attendance is an essential function of the position. Potential evening and weekend hours needed based upon the needs of the business.
- Reasonable accommodations may be made to assist individuals with disabilities to perform essential position functions.
- Position requires travel using personal vehicle.

LIMITATIONS AND DISCLAIMER

The above position description is meant to describe the general nature and level of work performed; it is not intended as an exhaustive list of all duties, responsibilities and required skills for the position. Team members will be required to follow any other position-related instructions and to perform other duties requested by their supervisor in compliance with Federal and State laws. Requirements are representative of minimum levels of knowledge, skills and/or abilities necessary to perform each duty proficiently. Continued employment remains on an "at-will" basis.

The Verdant Health Commission does not discriminate in employment on the basis of race, color, religion, sex (including pregnancy and gender identity), national origin, political affiliation, sexual orientation, marital status, disability, genetic information, age, membership in an employee organization, retaliation, parental status, military service, or other non-merit factor.

ACKNOWLEDGMENT

The above position description has been reviewed by me. I understand my duties and responsibilities. I also understand that duties and responsibilities may change in order to meet the needs of the organization.

Employee name: _____ Date: _____

Supervisors name: _____