

ADMINISTRATIVE OFFICER II HEALTH DEPARTMENT

General Statement of Duties

The primary purpose of the Caldwell County Health Department is to deliver public health services in Caldwell County.

The Administrative Officer II position is multi-faceted. The position serves as management support to the Health Director, Assistant Health Director and Board of Health and provides administrative support for all program areas of the Health Department. Work involves creating, coordinating and maintaining a permanent record of Board actions including historical and current official records; and assuring that legally required Board operational processes and procedures are followed. The position requires the use of considerable judgment and independent action and may include the delegation of work to others. Work required a high level of discretion and often requires the use and handling of confidential information. The position serves as the agency's HIPAA Privacy Officer and works closely with the HIPAA Coordinator/Assistant Health Director in planning and policy development. This position manages the Health Information System (HIS) and serves as Caldwell County's NCID Administrator.

Public Health is a first responder agency for natural disasters (e.g. hurricanes, tornadoes, floods, winter storms), naturally occurring infectious disease outbreaks (e.g. influenza, SARS), technological hazards (hazardous materials releases, critical infrastructure disruptions), and terrorist incidents. This position, like all other positions within the Department may be required to participate in any emergency response activities as deemed necessary by the Health Director or his/her designee. Availability during emergencies and exercises is required.

Examples of Duties Performed

- Directs management support staff and Health Check Coordinator
- Provides direct supervision to the Management Support Supervisor, Medical Records Coordinator and Health Check Coordinator
- Serves as HIPAA Privacy Officer
- Health Information System (HIS) management and county NCID administration
- Assists with preparation of the annual budget and submission to the NC Department of Health and Human Services (DHHS)
- Independently drafts or composes correspondence for the Health Director and Board of Health as needed
- Prepares agenda for Board of Health meetings, gathering information for meeting packets, and notifying Board members, appropriate staff, news media, and other interested parties of dates and times of Board meetings; is responsible for legal advertisements
- Attends Board meetings, hearings, etc. and composes a full and accurate account of all actions taken
- Maintains all correspondence, meeting records and other appropriate materials related to agency operations (ie public records) for inspection and examination

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- Answers inquires, providing information based on considerable knowledge of agency programs and activities; receives and follows up on complaints pertaining to agency services
- Schedules and maintains DSS/Health Conference Room and atrium meeting areas; schedules and coordinates meetings for Board members, ensuring availability of rooms, equipment, materials, refreshments, etc. as requested or otherwise deemed necessary
- Utilizes various computer software programs including word processing, spread sheets, and file maintenance programs to enter, store, and/or retrieve and format information as requested or otherwise necessary
- Serves on the department's management team

Recruitment Standards

Ability to exercise considerable judgment and independent action, to effectively plan, assign and supervise the work of subordinates and to communicate effectively both orally and in writing. Ability to establish and maintain effective working relationships with agency personnel, officials and the general public. Possesses an advanced level of tact and discretion in handling sensitive or confidential matters. Ability to set priorities and work independently; highly motivated

Minimum Education and Experience

Four-year degree or an associate degree in public administration, finance, business or related field with at least 3 years of experience on administrative work, preferably involving participation in the planning and management of a business or governmental program; or an equivalent combination of training and experience that provides the required knowledge, skills and abilities.

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