

GILA COUNTY HUMAN RESOURCES

JOB ANNOUNCEMENT

1400 E. ASH STREET, GLOBE, AZ 85501



POSTED: MAY 21, 2015
REVISED: AUGUST 11, 2015
CLOSING DATE: AUGUST 25, 2015

DEPARTMENT: Health & Emergency Services

POSITION: Temporary Executive Administrative Assistant

LOCATION: Globe

JOB CODE: 15-040

DURATION THROUGH SEPTEMBER, 2016

ANNUAL SALARY: \$37,174.00-\$40,681.00 DOE

PURPOSE OF THE JOB

This position is to provide complex administrative assistance to the Manager of Emergency Management/Public Health Emergency Preparedness and act as liaison between the Division of Health & Emergency Services and professional staff throughout the county. This position also coordinates with community, other county, State, and federal agencies regarding program/projects, funding, and regulatory statutes.

SUPERVISORY RESPONSIBILITIES

This position does not supervise other employees.

ESSENTIAL DUTIES AND RESPONSIBILITIES	TIME SPENT
<ul style="list-style-type: none">Provides administrative assistance to Health & Emergency Services Director and act as liaison between the Division of Health & Emergency Services and professional staff throughout the county.	10%
<ul style="list-style-type: none">Coordinates with the Director regarding calendaring and scheduling meetings and events.	10%
<ul style="list-style-type: none">Screens, receives, and follows up on incoming correspondence, arranging them by priority, referring matters to other staff, responding personally on matters not requiring the Director's personal attention, and referring important matters to the Director.	10%
<ul style="list-style-type: none">Selects items and issues to be filed; organizes and maintains all files, records and documentation.	10%
<ul style="list-style-type: none">Serves as liaison with community, county, State, and federal agencies regarding program/projects, funding, and regulatory statutes.	10%
<ul style="list-style-type: none">Monitors, tracks, researches, and analyzes all time and activity reports and programmatic reports to report to the Director.	10%
<ul style="list-style-type: none">Monitors IGA, MOU and contract performance with receiving entities.	10%
<ul style="list-style-type: none">Post items on Gila County website for Health & Emergency Services.	10%
<ul style="list-style-type: none">Assists the Director in organizational issues by developing alternatives and making recommendations on matters such as organizational structure, budgeting issues, staffing, facilities, productivity, and policy and procedure development and implementation.	10%
<ul style="list-style-type: none">Performs extensive research for special projects; collect information on operational and administrative problems and perform comprehensive analysis; synthesize information and make recommendations on policy issues; prepare comprehensive administrative, operational, and statistical reports.	10%
<ul style="list-style-type: none">Performs other duties as assigned.	

BUDGET RESPONSIBILITIES

Reviews, edits, and approves for submission Department level budget.

PROJECT RESPONSIBILITIES

This position provides project research and clerical support on process improvement projects.

ORAL COMMUNICATION DUTIES

This position trains colleagues, explains County procedures, responds to public inquiries and participates in meetings.

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WRITTEN COMMUNICATION DUTIES

This position creates or edits documents, internal memos, proposals, grants, press releases, formal letters, emails and reports.

INTERACTIONS WITH THE GENERAL PUBLIC

Interacts extensively with employees, customers, the general public, vendors, regulatory bodies, and other groups and/or individuals and Institutions over the telephone, by email, and/or in person.

INTERACTIONS SPECIFICALLY WITH CUSTOMERS

Continuously (More than 70% but less than 85% in a year)

MINIMUM EDUCATION REQUIRED

High School Diploma or GED.

MINIMUM YEARS OF DIRECTLY RELATED EXPERIENCE REQUIRED

Five (5) years of progressively responsible administrative experience.

PROFESSIONAL CREDENTIALS REQUIRED

None.

KNOWLEDGE REQUIRED

Administration & management, English language & composition, Federal, State, Local laws, regulations and statutes, law & government.

SKILLS REQUIRED

Active listening, communicating diplomatically, developing alternative solutions, problem recognition, problem solving, time management, multi-tasking, typing and data entry.

ABILITIES REQUIRED

Generate fluent new and useful ideas, solve problems sensibly and swiftly, consider options, risks and benefits, express self orally and in writing, read and write at college level.

PHYSICAL DEMANDS

- Occasionally lifts up to 50 lbs of work related materials.
- Regularly sits to complete reports, write programs, attend to other duties.
- Occasionally bends to reach and grab work related materials.
- Occasionally walks to and from work sites.

WORK ENVIRONMENT

This position regularly spends time in office environment. May occasionally spend time in automobile.

SAFETY RISK EXPOSURE

Incumbents in this position are generally not exposed to safety risk.

PROTECTIVE GEAR & SAFETY MANUALS

This position is required to constantly follow written safety procedures and manuals relevant to the division or department.

CONSEQUENCES OF ERROR

Potential errors can cause inconveniences to other employees, and/or delays in related work areas. Delays of services are possible.

NOTICE: APPLICANTS MAY BE REQUIRED TO FURNISH, AT THEIR OWN EXPENSE, DOCUMENTARY PROOF OF EDUCATIONS, CERTIFICATION, REGISTRATION, LICENSE OR ANY OTHER PROOF OF COMPETENCY AS REQUIRED IN THE OFFICIAL CLASSIFICATION DESCRIPTION OR ANNOUNCEMENT AND MAY BE REQUIRED TO UNDERGO PHYSICAL, PSYCHOLOGICAL AND/OR BACKGROUND INVESTIGATIONS AS A CONTINUING CONDITION OF EMPLOYMENT. FURTHER, APPLICANTS FOR POSITIONS REQUIRING OPERATION OF A COUNTY OR PERSONAL VEHICLE ON OFFICIAL BUSINESS MUST POSSESS AND MAINTAIN COUNTY OR PERSONAL VEHICLE OPERATORS LICENSE. GILA COUNTY DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, NATIONAL ORIGIN, SEX, RELIGION, AGE OR DISABILITY, AND FAMILIAL STATUS IN EMPLOYMENT OR THE PROVISIONS OF SERVICE. AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER.