

LINN COUNTY CLASSIFICATION

TITLE: ASSISTANT HEALTH SERVICES ADMINISTRATIVE MANAGER
NUMBER: 031
PAY RANGE: 12
CATEGORY: MANAGEMENT/EXEMPT

APPROVAL ORDER
NUMBER: 2014-088
DATE: APRIL 2, 2014

GENERAL STATEMENT OF DUTIES/JOB OBJECTIVES: Serve as the Assistant to the Health Services Administrative Manager with a focus on financial accounting for the Department of Health Services. Perform moderately complex accounting functions with considerable independence. Provide backup for the Health Services Administrative Manager. Those duties may include processing employee hiring and terminations providing support for Health Administrator as needed.

SUPERVISION RECEIVED: Works under the supervision of the Health Services Administrative Manager who assigns and reviews work for accuracy and conformance to departmental policies and procedures.

SUPERVISION EXERCISED: Supervision of employees is not a normal responsibility of positions in this classification,

ESSENTIAL FUNCTIONS: A person employed in this classification must possess the capability to perform the following duties to be considered for and remain in this position. The duties are essential functions requiring the critical skills and expertise needed to meet job objectives. Additional specific details of these essential functions may be provided by the specific office or department job announcement, if applicable.

1. Maintain and monitor financial records such as revenues and expenditures; assist in implementation and monitoring of department budget; prepare monthly and quarterly reports to the State of Oregon for the Department of Health Services. Monitor all expenditures and revenues to verify that they conform to budget projections. Reconcile computer printouts to accounts payable/revenue ledger.
2. Manage accounts payable for entire Department including coding, reconciling statements/invoices and preparing purchase orders. Manage Health Services payroll. Includes entry into IFAS and corrections as needed. Maintain the accounts payable/personnel costs/revenue ledger. Post and total all revenue and expenditures for the entire Department of Health Services. Prepare monthly deposit of payment from the State of Oregon for Public Health Programs.
2. Backup at processing Personnel Action Forms for new hires and voluntary and involuntary employee terminations. Assists employees with medical leave requests and tracking for of medical leave for federal and state law compliance. Monitor and record staff vacation, sick leave and compensatory time to be utilized for performance evaluations and staff productivity calculations
3. Assist with collecting confidential personnel data as needed for performance evaluations. Assist with preparing/compiling data for Health Administrator and Program Managers as needed Tracks staff attendance to assist in performance measures and productivity.

5. Responsible for inventory for all Health Services' departments. Prepare forms to add/delete items from inventory. Perform physical inventory for Public Health Programs biennially.
6. Develop and maintain effective, harmonious and reasonable work relationships with others.
7. Maintain regular and predictable work attendance.

OTHER FUNCTIONS: This classification covers the most significant essential functions performed by an employee in this position, but it does not include other occasional work, which may be similar to, related to, or a logical assignment of this position. Any one position in this classification may be assigned some or all of the duties listed under essential functions, or that arise as other functions. The balance of the various duties, responsibilities and/or assignments of this position may change from time to time based upon management's decision on how to best allocate resources. Any shift, emphasis or rebalancing does not constitute a change in the essential functions of the job classification.

RECRUITING REQUIREMENTS: (Additional specific details may be provided by the specific office or department job announcement, if applicable)

KNOWLEDGE, SKILL AND ABILITY: Thorough knowledge of accounting principles and practices and their application to governmental accounting. Knowledge of accounts payable and payroll processes desirable. Ability to use standard office equipment including typewriter, calculator and personal computer; ability to compile statistical data and prepare necessary reports; ability to make involved and varied arithmetical computations rapidly and accurately; ability to establish and maintain harmonious working relationships with fellow employees, supervisors, other County personnel and the general public.

EXPERIENCE AND TRAINING: Four years of experience of a responsible nature in accounting. Graduation from a senior high school supplemented by business school or college training in bookkeeping, accounting or related field; or any satisfactory equivalent combination of experience and training that demonstrates the ability to perform the work described.

NECESSARY SPECIAL QUALIFICATIONS: Possession of a valid motor vehicle operator's license at the time of appointment may be a condition of employment.

PHYSICAL DEMANDS AND WORK ENVIRONMENT: Work is generally performed indoors in an office environment. Work requirements include the ability to sit and move about; see, talk and hear; use hands to finger, handle or operate objects or controls; and reach with hands and arms. The work requires the ability to lift or move 30 pounds.