

JEFFERSON COUNTY GENERAL HEALTH DISTRICT
An Equal Opportunity Employer
POSITION DESCRIPTION

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Employee:		Division:	Administration
Classification:	Fiscal Officer/Grant Coordinator	Reports to:	Health Commissioner
Class No.:		Employment Status:	Full-Time
Position:	Fiscal Officer/Administrative Assistant	FLSA Status:	Exempt
Civil Service Status:	Unclassified	EEO Category:	1

QUALIFICATIONS: An example of acceptable qualifications:

Completion of secondary education or equivalent (high school diploma or GED) and ten (10) years' prior training and/or related experience; completion of Associates' Degree and five(5) years' prior training and/or related experience; completion of Bachelor's Degree and one (1) to three (3) years' prior training and/or related experience; or any equivalent combination of education, experience, and training which provides the required knowledge, skills, and abilities.

LICENSURE OR CERTIFICATION REQUIREMENTS:

Must possess and maintain a valid State of Ohio driver's license and must remain insurable under the Agency's vehicle insurance policy and/or maintain personal auto insurance pursuant to Agency policy.

EQUIPMENT OPERATED: The following are examples only and are not intended to be all inclusive:

Modern office equipment, personal computer, software applications, motor vehicle.

INHERENTLY HAZARDOUS OR PHYSICALLY DEMANDING WORKING CONDITIONS:

The employee is exposed to, must negotiate, use, or work with or in the vicinity of: upset or emotionally distraught individuals; may be exposed to potentially dangerous/fatal infectious diseases; chemicals commonly found in an office environment (e.g., toner, correction fluid, etc.); hazardous driving conditions (e.g., snow, sleet, ice, etc.); occasionally lifts objects ten (10) pounds or less; occasionally carries objects ten (10) pounds or less.

Note: In accordance with the U.S. Department of Labor physical demands strength ratings, this is considered sedentary work.

JOB DESCRIPTION AND WORKER CHARACTERISTICS:

JOB DUTIES in order of importance

ESSENTIAL FUNCTIONS OF THE POSITION: For purposes of 42 USC 12101:

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50% (1) Assists with administration of the Agency and assumes the authority of the Director of Finance (DOF) during absences and at other times as directed by the Health Commissioner/Director of Finance; assumes responsibility for and manages all district fiscal activities (e.g., receives and processes purchase requisitions; prepares purchase orders and processes payments; makes daily deposits; posts entries for accounts payable and receivable; etc.); monitors expenditures to ensure expended funds remain within appropriate accounts; identifies any billing or fund balance discrepancies and acts in accordance with policy and procedure; prepares and maintains financial records and reports (e.g., month-end reports, annual financial statements, etc.); assists DOF with budget preparation and preparation of annual budgets; assists DOF with supervision of purchase, arrangement, and repair of all Agency equipment; oversees contract management process and ensures that contracts are up to date and accurate; processes all transfers, budgetary adjustments, and error corrections and reports same to Board of Health.

30% (2) In conjunction with the Health Commissioner and DOF, initiates, coordinates, and monitors agency's participation in grant programs; develops new programs and projects; prepares grant applications for submission to state or federal agencies for funding of projects (e.g., prepares narrative, makes decisions with respect to matching funds and percentages); prepares requests for proposals, bid documents and packages, advertisements, and requests for resolutions; ensures accurate and timely completion of required documents and proper routing of documents for approval and signature; researches available funding sources; negotiates final contract with granting agency (e.g., deals with federal and state agencies in obtaining grants). As Grant Coordinator, prepares grant budgets, monitors grants, prepares and sends quarterly and final reports to ODH in an accurate and timely manner; prepares monthly fiscal reports to project directors, Health Commissioner, and Board of Health in an accurate and timely manner; prepares budget projections for district and grant programs; uses computers and computer systems (including hardware and software) to set up functions, enter data, and/or process information (e.g., uses Microsoft Outlook to send and receive electronic mail as necessary; uses Microsoft Excel to develop and maintain spreadsheets as necessary; uses Microsoft Word to create and revise documents as necessary; use software to track, report, and manage Health District finances; accesses billings and records; manages grants; etc.).

5% (3) Serve as back-up to processes and prepares payroll (e.g., reviews time sheets/records; processes payroll, reconciles, and posts; prepares payroll information for auditor; prepares and distributes payroll reports; calculates PERS and Medicare, COBRA, etc.); reviews leave slips; maintains payroll records; prepares monthly reports; ensures completion of new hire paperwork; sets up and maintains employee records, as required; keeps fiscal records; calculates Workers' Compensation payment by program annually; maintains personnel files; maintains tracking system for timing of annual reviews; updates employee files with auto insurance and driver license information; performs other administrative functions related to personnel management.

10% (4) Develops and maintains effective working relationships with local agencies, private providers, and community groups; works with regional and statewide partners; represents public health and attends local/regional/statewide meetings; represents the Health Commissioner and the Department at other meetings as designated; communicates with other agencies and organizations in order to promote public

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awareness of Health Department programs and plans; conducts various community awareness activities; prepares news releases; attends public meetings and gatherings related to Health Department activities and provides in-service training to the public and private sector; serves as PIO/Spokesperson in the absence of the Health Commissioner, Director of Nursing, Director of Finance and the Director of Environmental Health; attends Board of Health meetings.

(5) Meets all job safety requirements and all applicable OSHA safety standards that pertain to essential functions.

(6) Demonstrates regular and predictable attendance.

OTHER DUTIES AND RESPONSIBILITIES:

5% (7) Performs other related duties as assigned.

(8) Remains informed of current development and procedures pertinent to duties.

MINIMUM ACCEPTABLE CHARACTERISTICS: (*Indicates developed after employment)

Knowledge of: agency policies and procedures*; agency goals and objectives*; state and federal employment laws*; supervisory methods; employee selection and training methods; generally accepted accounting principles; payroll preparation; financial recordkeeping requirements; filing systems; correct use of grammar, punctuation, and spelling; standard office administrative functions.

Skill in: use of modern office equipment; motor vehicle operation; use of or operation of computer software (e.g., Microsoft Excel, Microsoft Word, Microsoft Outlook, etc.); time management; active listening; coordination; monitoring; reading comprehension; social perceptiveness; speaking; critical thinking; active learning; instructing.

Ability to: interpret policy and write sound fiscal policies; define problems, collect data, establish facts, and draw valid conclusions; exercise independent judgment and discretion; read, copy, and record figures accurately; calculate fractions, decimals, and percentages; prepare accurate documentation; create and use spreadsheets and write formulas; develop and maintain effective working relationships; establish, monitor, and maintain performance standards; demonstrate good organizational skills and attention to detail; recognize unusual or threatening conditions and take appropriate action; maintain confidentiality; proofread and edit for content, grammar, and spelling; communicate effectively; handle sensitive inquiries from and contacts with officials and the general public; demonstrate cultural competency*; see details at close range (within a few feet of the observer); concentrate on a task over a period of time without being distracted; generate or use different sets of rules for combining or grouping things in different ways; listen to and understand information and ideas presented through spoken words and sentences; identify and understand the speech of another person; read and understand information and ideas presented in writing.

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POSITION NUMBERS AND CLASS TITLES OF POSITIONS DIRECTLY SUPERVISED:

None.

This position description in no manner states or implies that these are the only duties and responsibilities to be performed by the position incumbent. My signature below signifies that I have reviewed and understand the contents of my position description.

(Employee Signature)

(Date)