



Administrative Assistant 3 – (PT – FT) Project - PHEPR

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**Spokane Regional Health District is a "Tobacco Free" Workplace*

*An Equal Opportunity, ADA Compliant Employer
Veterans and persons of disability encouraged to apply*

EMPLOYMENT BULLETIN: JOB #17-18

OPENS: March 10, 2017

DIVISION: Disease Prevention and Response

STATUS: Project

CLOSES: **Open until filled**, or until sufficient applications are received

PROGRAM: Public Health Emergency Preparedness and Response

SCHEDULE: 32 to 40 hrs. /wk. depending on candidate preference. This project position is part of a multi-year initiative that is currently funded through June 30, 2018.

This registry may also be used for any additional Administrative Assistant 3 positions with similar qualifications, which may occur in the next 6 months

SALARY RANGE: **\$15.39 – 19.64 per hour.** This is the full salary range for the position not including longevity pay. Starting salary will normally be \$15.39 per hour. Position includes a generous benefits package

REQUIRED APPLICATION DOCUMENTS (incomplete applications or those missing required documents may not be considered):

- Fully Completed SRHD Application
- Background check form
- Cover Letter
- Resume

POSITION DESCRIPTION: Administrative Assistant 3

- This position will provide administrative support to the Public Health Emergency Management, Healthcare Preparedness & Response Program and the Medical Reserve Corp Program including provide customer service support to program partners.
- Position will require minimal supervisory oversight while balancing multiple projects to assist in meeting program goals and desired outcomes.

MINIMUM QUALIFICATIONS:

Required Education/Experience:

- High School Diploma/GED.
- Three to five years of responsible and advanced administrative support experience including the full range of office and support functions: telephone and reception, word processing, spreadsheet and other personal computer applications, filing systems, mail, supplies, budgeting and accounting.

Required Knowledge, Skills and Abilities:

- Proficient with computer skills and operating systems
- Ability to operate software programs in Office Suite including Excel, Word, PowerPoint, One Note, One Drive, and Outlook.
- Exceptional customer service skills and ability to identify and meet customer's needs, both internal and external customers
- Ability to perform or learn database functions or information management systems such as Access and SharePoint
- Ability to keyboard quickly and accurately to complete tasks in a timely manner
- Business writing, proofreading and editing skills
- Communication and message development skills to share information via email, web page, social media and other communication means with staff and partners
- Ability to work independently with minimal supervision and self-driven to complete assigned tasks
- Ability to use independent judgement to resolve problems and prioritize activities to meet requested timeframes
- Ability to maintain a cooperative and harmonious working environment and maintain productive relationships with program staff and agency employees

For a detailed position description and application form, visit us at www.srhd.org or contact the office of Human Resource Services by mail or phone. Please see reverse side for additional application information.

This position is represented by Professional and Technical Employees union.

**Spokane Regional Health District is a "Tobacco Free" workplace and applicants who use tobacco will not be considered for employment. Further, as part of the application/employment process, you will be required to sign the "Agreement of Non-Tobacco Use for Employment" form.*



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MAJOR RESPONSIBILITIES:

- Assist in composition, format and distribution of information to partners including but not limited to newsletter/bulletins, website updates, social media posting, reminder emails, minutes, surveys, flyers, etc.
- Assist in updates of plans, documents, databases and inventories as directed by program staff
- Provide logistical support for program activities, meetings, trainings and exercises to include location identification and reservation, setting up and managing registration process, setting up remote participation equipment, taking minutes when required, information development and distribution, etc.
- Support special projects and other duties as assigned to assist program manager in meeting program goals & requirements
- Assist in documentation and tracking of program contract deliverables, performance measures, required reports and accreditation standards.
- Assist in support of agency or community response activities as directed. May serve in Incident Command System position to support incident response. Assist in collection and distribution of essential information for response staff and partners
- Provide support for electronic systems such as SECURES, WATrac, and SharePoint to meet program goals
- Respond to both email and phone requests from partners for program information and direct to appropriate staff as needed
- Conduct program purchasing and travel arrangements to support program staff needs
- Participate in program evaluation and quality improvement efforts

ENVIRONMENTAL FACTORS:

- Indoors, sedentary with 8 hours/day sitting or standing
- 4-8 hours/day keyboarding or typing at a computer terminal
- Communication skills to interact effectively with people
- Comprehend and process verbal communication
- Visual acuity to read small print
- Ability to bend, twist, stoop on an occasional basis
- Ability to lift or carry up to 25 pounds on an occasional basis
- Ability to type, file, and complete forms with or without accommodation
- Ability to operate a vehicle or otherwise access multiple sites in a timely manner

The work environment characteristics described above are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the

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