

Williamson County & Cities Health District
Operations Team
Administrative Assistant IV
Job Description

Under the direct supervision of the Project Coordinator of WilCo Wellness Alliance, the Administrative Assistant will perform advanced administrative support and technical program assistance work. The Administrative Assistant is responsible for providing support to the *Transforming Texas* team and, thereby, supporting the Williamson and Burnet coalition members. Work involves coordinating meetings for coalition meetings in Williamson and Burnet counties, disseminating information, developing filing systems, and coordinating internal administrative support for the team. Assist with ensuring compliance of the *Transforming Texas: Healthy People in Healthy Communities* grant requirements. This position works under limited supervision with considerable latitude for the use of initiative and independent judgment.

Duties, Functions and Responsibilities:

Essential duties and functions, pursuant to the Americans with Disabilities Act, may include the following. Other related duties may be assigned.

Each WCCHD employee's job description lists the specific tasks to be accomplished by the position the employee is filling at WCCHD. The WCCHD Employee Responsibilities are a set of general expectations for employees about how they should work with each other and the public we serve. Each employee must sign an acknowledgement that they have been informed, understand, and agree to abide by these expectations. Violations of these responsibilities may lead to implementation of WCCHD's disciplinary procedures.

(50%) Program Support

- Prepare, edit, and distribute all correspondence to members and key stakeholders regarding upcoming meetings
- Coordinate and prepare for meetings, conferences, and trainings in Williamson and Burnet counties
- Record minutes for Williamson and Burnet coalition meetings
- Participate in the planning and implementation of initiatives in Williamson and Burnet counties
- Meet with Project Coordinator and *Transforming Texas* team regularly to provide input for the development of priority plans for strategic directions
- Develop and maintain filing, record-keeping, and records management systems
- Coordinate general office duties such as ordering supplies and assisting with general human resources work, including the coordination of interns
- Provide assistance with answering phone calls and taking messages
- Assist with the collection of data
- Compile and edit data for charts, graphs, and databases
- Prepare summaries and reports when needed
- Assist *Transforming Texas* team with research for initiatives

(35%) Outreach

- Respond to inquiries regarding Williamson and Burnet coalitions and their initiatives
- Distribute information on initiatives to appropriate stakeholders (i.e., healthy menu initiative to restaurants, worksite wellness to local businesses)
- Assist with design and revision of marketing materials

- Participate in updating social media
- Assist in coordinating and attending outreach events to provide information on Williamson and Burnet coalitions and activities
- Participate in community meetings to disseminate information on resources available and guide appropriate development of new resources

(15%) Quality Assurance/Quality Improvement

- May serve on a committee or workgroup
- Participate in site reviews conducted by the Department of State Health Services with grant program under review

Other duties as assigned

In the event of a public health emergency, employees may be called upon to support WCCHD’s response in ways that are outside the usual scope of their job responsibilities. This may involve working hours that are outside the employee’s usual work hours. Employees will not be required to perform duties that are outside of their competence or professional licensure.

Education and/or Equivalent Experience:

Experience in administrative support work. Graduation from a standard senior high school or equivalent. Experience and education may be substituted for one another.

Knowledge, Skills and Abilities

Must possess required knowledge, skills, abilities, and experience and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed without posing a direct threat to the health or safety of themselves or others.

- Knowledge in chronic disease and risk factors
- Knowledge of office practices and administrative procedures
- Skill in using Microsoft Office Professional including but not limited to Word, PowerPoint, Excel
- Skill in using Microsoft Office Professional Access and Publisher preferred
- Skill in coordinating meetings
- Skill in maximizing resources; time and work accountability with punctuality; and compliance with all paperwork systems and submission deadlines
- Ability to implement new administrative systems and procedures and to evaluate their effectiveness
- Ability to interpret rules, regulations, policies, and procedures
- Ability to devise solutions to problems
- Ability to communicate effectively, verbally and written
- Ability to prioritize activities and manage multiple responsibilities
- Ability to provide effective customer service
- Ability to work in a team
- Ability to be self motivated, confident, energetic, and creative
- Ability to work under stress
- Ability to prioritize activities
- Maintain current driver’s license and own auto liability insurance

Environmental Factors

Works mostly in a well-lighted, air-conditioned office. May work in various WCCHD offices around Williamson County and in a variety of Williamson and Burnet community locations. Extensive contact with the public. May have contact with the public who might be infected with contagious diseases. Will adhere to immunization requirements when applicable. Work may

require occasional early morning, evening, weekend and/or holiday hours. Tobacco-free workplace.

Number and Type of Positions Supervised by this Position

0

Name of Immediate Supervisor: Melissa Cammack, MS, CHES, Project Coordinator of WilCo Wellness Alliance

Work Assignment Location and Hours: Location— Round Rock Public Health Center (211 Commerce Blvd, Round Rock, TX 78664). Hours—generally 8:00 a.m. – 5:00 p.m. Monday – Friday. Work may require occasional early morning, evening, weekend or holiday hours. May require occasional overnight travel. Extended hours may be required in event of public health emergency.

These job responsibilities have been reviewed with me by my supervisor and I agree that they accurately reflect my current assignment. I acknowledge that these responsibilities may change over time to accomplish the work of the Health District and that I may be required to assume other responsibilities in time of public health emergencies.

Employee signature

Date

Supervisor signature

Date

Deputy Director of Operations Signature
(if not the direct supervisor)

Date