

**KIOWA COUNTY PUBLIC HEALTH  
ADMINISTRATIVE ASSISTANT/OFFICE MANAGER  
JOB DESCRIPTION**

**Definition**

This position is responsible for administrative support/office management and receives administrative direction from Nurse Administrator.

**Duties and Responsibilities (not all inclusive)**

1. Maintains financial accounting and reports of all office programs to include expenditure and revenue records, billing and/or supervision of billing to revenue sources, contracts, and grant sources.
3. Performs budget preparation for the general office and program specific budgets.
4. Assists Nurse Administrator with exploration of other revenue resources and grants.
5. Maintains time study evaluations of agency programs for utilization on budget analysis and time efficiency.
6. Performs statistical data compilation from various reporting mechanisms; analysis and application of findings for future program use.
7. Completes or supervises the yearly Immunization program audit, yearly Benchmarking tool, and yearly School Immunization Audit.
8. Assists R.N.'s with the case management of programs such as; HCP, Communicable Disease, WIC and blood pressure clinics as needed.
9. Prepares the monthly, quarterly, and/or annual reports to State Department of Health and other entities for Immunization, Bioterrorism, Tobacco, Diabetes and other programs as needed.
10. In charge of handling correspondence and forwarding Administrative/Nursing related materials to P.H.N/Administrator or staff Nurse.
11. Manages and maintains computer systems for agency programs.
12. Delegates to and supervises back-up office staff (as needed) to include cross training and back-up of critical duties during vacation, sick leave or position vacancies.
13. Handles scheduling of appointments, meetings, trainings, etc.
14. Performs Well Child and Adult screenings as needed, i.e., vision, hearing, height, weight, blood pressure.
15. Maintains or supervises inventory and replenishment of office and nursing supplies.
16. Maintains client and office records for all programs.
17. Assists with the preparation of the County Emergency Preparedness plans to include training and implementation.
18. Performs other related duties as directed by P.H.N./Administrator.

**Minimum qualifications and experience**

1. Graduation from High School or equivalent.
2. Medical experience preferred.
3. Experience in accounting and computer skills required.

**Desired knowledge and skills for position:**

1. Management skills necessary to work with staff, clients, local and state officials.
2. Ability to develop and perform various managerial functions as needed.
3. Ability to work independently and perform a variety of functions as needed.
4. Knowledge of multiple computer programs and ability to access and update agency systems.
5. Maintain confidentiality in client and employee relationships.