



WORKING TITLE: SENIOR OFFICE ADMINISTRATOR	CLASSIFICATION: SENIOR OFFICE ADMINISTRATOR
DEPARTMENT: HHS	DIVISION: HHS
PAY RANGE: NBYCM 20	FLSA CATEGORY: EXEMPT
PHYSICAL REQUIREMENTS: ATTACHED	WORKERS COMP CODE: 8810
PPE: PER WORK LOCATION	REVISION DATE: AUGUST 2023

JOB DESCRIPTION

GENERAL STATEMENT OF DUTIES:

Plans, organizes, prioritizes, directs and reviews the office operations of the Health and Human Services Department. Provides administration of office functions. Reviews subordinate work for compliance with established policies, procedures, standards, techniques, and Oregon Administrative Rules/statutes.

SUPERVISION RECEIVED:

Works under the general supervision of the Program Manager or Department Head. Work is done with considerable independent judgment.

SUPERVISION EXERCISED:

Exercises full supervision over technical and support staff and assigned subordinates; effectively recommends on hiring and firing decisions; reviews and evaluates performance.

DUTIES AND RESPONSIBILITIES INCLUDE ESSENTIAL FUNCTIONS OF POSITIONS ASSIGNED TO THIS CLASSIFICATION. DEPENDING ON ASSIGNMENT, THE EMPLOYEE MAY PERFORM A COMBINATION OF SOME OR ALL OF THE FOLLOWING DUTIES:

- Supervises support staff assigned.
- Plans, assigns, prioritizes, and schedules work of subordinates.
- Responds to or provides information to subordinates on difficult and technical questions.
- Reviews subordinate work for compliance with established policies, procedures, standards, techniques, and Oregon statute.
- Provides guidance to subordinate employees for overall performance improvement and career development.
- Prepares annual performance reviews for assigned staff.
- Develops, implements and evaluates office procedures; develops and recommends office policies.
- Maintains professional relationship and coordination with community partners agencies.
- Gathers/assembles data and information necessary for formulation for reports, policies, and operating procedures.
- Prepares reports as needed and required.
- Maintains liaison coordination and cooperation with all other relevant state and federal agencies.
- Develops and maintains appropriate, relevant professional relationships with co-workers and other agencies.
- Performs other duties as assigned.

JOB SPECIFICATION**KNOWLEDGE OF:**

- Rules, laws, and policies governing department operation.
- Knowledge of Oregon Administrative Rule, HIPAA Privacy rules.
- Supervisory and management principles and practices.
- Mandatory reporting requirements and the appropriate levels of information to be shared.
- Confidentiality rules, especially those specific to program area.
- Community development models, policies and strategies.
- Community and partner agencies and resources relevant to program.

SKILL IN:

- Effective communication, both orally and in writing.
- Planning and prioritizing work.
- Organizing objectives, training, evaluating staff proficiencies in customer care
- Developing and maintaining appropriate, relevant professional relationships.

ABILITY TO:

- Supervise a staff of clerical and technical positions.
- Organize, plan, and direct work of personnel.
- Communicate effectively in both oral and written form.
- Maintain effective working relationships with coworkers, administrative personnel from various agencies and the public.
- Train and evaluate employees.
- Gather and assemble data for concise reports.
- Attend work as scheduled and/or required.

MINIMUM EXPERIENCE AND TRAINING:

five years of progressively responsible relevant experience, including of direct supervisory experience. Any satisfactory equivalent combination of experience and training which ensures the ability to perform the work may substitute for the above.

OTHER REQUIREMENTS:

May be subject to successful completion of a background check.

WORK ENVIRONMENT/PHYSICAL DEMANDS SUMMARY:

The incumbent typically works in an office environment and uses a computer, telephone and other office equipment as needed to perform duties. The noise level in the work environment is typical of that of an office. Incumbent may encounter frequent interruptions throughout the workday.

The employee is regularly required to sit, talk, or hear; frequently required to use repetitive hand motion, handle or feel, and to stand, walk, reach, bend or lift up to 20 pounds.

Contact with the public in office environments may risk exposure to irrational/hostile behavior, contagious diseases, or contact with domestic animals.

The physical demands are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

This job description in no way states or implies that these are the only duties to be performed by an employee occupying this position. Employees may be required to perform other related duties as assigned, to ensure workload coverage. Employees are required to follow any other job-related instructions and to perform any other job-related duties requested by their supervisor. This job description does NOT constitute an employment agreement between the employer and employee, and is subject to change by the employer as the organizational needs and requirements of the job change.

The job specification requirements stated are representative of minimum levels of knowledge, skills, and abilities to perform this job successfully. Any satisfactory equivalent combination of experience and training which ensures the ability to perform the work may substitute for the above so that the employee will possess the abilities or aptitudes to perform each duty proficiently.