

CHESPROCOTT HEALTH DISTRICT

POSITION:	Office Manager	DATE WRITTEN:	5/2022
REPORTS TO:	Director of Health	DATE APPROVED:	5/2022
JOB CATEGORY:	Full-time, salaried		

POSITION SUMMARY:

The Primary responsibility of this position is to support the administration and financial functions of the District, to supervise the administrative staff and to oversee the Districts office facilities and systems. This is a position requiring decisions on behalf of the District.

This Administrative position is the primary contact person directly/indirectly with the general public and others who do business with the District. This position is under the direct supervision of the Director of Health. Incumbent leads and independently performs the full range of duties for the district office operations and trains/directs administrative staff and may offer support to other staff members of the office. This position requires multi-tasking and responding to situations promptly, professionally, and accurately. Works within the framework of applicable policies and procedures, program objectives and recognized financial practices. Ability to present ideas in a easily understood manner, to use proper judgement and tact, to work within the government structure, and to work with the staff and Board as a team player.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

A. Administrative Responsibilities:

- Assists the Director in the administration of all personnel policies of the organization; updating as required to ensure compliance with State and Federal Laws and regulations
- Provides advice, guidance, and training to management and all employees on various Human Resource areas, responsible for compliance with State and Federal regulations.
- Assists in the development of job descriptions, conducts salary surveys, and assists in the administration of compensation programs. Analyzes market trends to revise salary ranges.
- Responsible for maintaining recruiting and retention statistics and provides equal employment opportunity information. Assists the Director in the Labor law requirements.
- Assists Director in maintaining personnel records.
- Oversees day to day function of District facilities, computer and communication systems.
- Assists the Director in the supervision and development of all agency information systems.

B. Finance/Accounting Responsibilities:

- Develops, maintains, and supervises systems and procedures for District financial operations.
- Manages the District cash flow.
- Coordinates the annual financial audit.
- Prepares monthly financial statements and reports for the Board of Director monthly reports.
- Assist in the preparation of budgets, program planning, financial and office operational procedures and long range planning of Agency financial operations.
- Staff resource person for District Director and other Committees as assigned.

- Interfaces with banks and other third party financial institutions.
- Prepares Cost Analysis and financial sections of grant requests.
- Oversight of the account receivable, account payable and payroll functions.
- Responsible for maintaining General Ledger and Chart of Accounts.

C. Coordinates and Performs:

- Management of the office including purchase of office supplies, assuring maintenance and repair of office equipment and making recommendations for equipment upgrades.
- Advice to the Director of Health on office efficiency.
- Word processing of letters, reports, and other correspondence.
- Processing of applications, permits, renewals, fees, registrations, and approvals for all food service establishments, septic systems, wells, public pools, hotels, building additions and conversions, and other Board approved activities. Provides for the tracking of the numbers of these activities for reports.
- Assists, advises, and refers residents and contractors at the office counter. Disseminates office educational materials to the public.
- Communicates regularly with administrative offices of member towns. Utilizes all available forms of communication. Handles most phone calls as the initial contact.
- Enters complaints on Districts reporting system.
- Assists administrator(s) with assignments of Sanitarian workload.
- Maintenance and upkeep of files both electronically and physical files.
- Supervises Office Assistant and coordinates with bookkeeper.
- Assists with the development of the district annual report.
- Ability to work as a key member and support the District's management team
- Decision making, prioritizing and leadership abilities.
- Responsible for all medical billable transactions for insurance for district activities or assigns to Office Assistant.

The above essential duties and responsibilities are not intended as a comprehensive list; they are intended to provide a representative summary of the major duties and responsibilities. Incumbent(s) may be required to perform additional related duties.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

- Modern methods, principles and practices of public health.
- Federal, state, municipal laws, codes, ordinances and regulations as it relates to the position.
- Financial management experience.
- Human resource management experience.
- Experience with a municipal and/or non-profit organization.

Ability to

- Establish and maintain effective working relationships. Ability to work with others and to work independently (as a self-starter).
- Ability to organize and facilitate groups, and work with diverse organizations and interests and to work collaboratively.
- Prepare clear and concise records and reports.
- Decision making, prioritizing and leadership abilities.
- Ability to consistently produce accurate work.
- Strong communication and organizational abilities. Communicate effectively orally and in writing
- Ability to understand the planning process.
- Ability to relate well with all segments of the public.
- Ability to work as a key member of the District management team.
- Must be well versed with use of the District's computers, software applications and other business machines.

Minimum Qualifications

Bachelor's Degree in Accounting/Business Management or related field with five years' experience (with at least two years of supervisory experience desired) in accounting and finance management is desired. However, college courses and experience in lieu of education may be substituted.

Prior financial management experience is highly desirable.

Prior human resource management experience is highly desirable.

Prior experience with a municipal and/or non-profit organization is desirable.

Licenses; Certifications; Special Requirements

Must possess and maintain a valid driver's license.

Must possess and maintain all applicable financial and public health certifications as required the State of Connecticut.

May be required to obtain additional certification as a result of legislative requirements.

Physical Demands and Working Conditions

Work is performed in an office environment and may include various community settings with travel to outside district sites. Ability to reach and bend, and push/pull or lift objects less than twenty (20) pounds. Work may be performed outside of normal business hours to respond to emergency situations and/or Public Health District needs. May be exposed to body fluids, hazardous wastes material, toxins, and/or poisonous substances.

Amended 5/2022 (updated from 2012)