

# Administrative Assistant

Negotiable County: Newaygo, Manistee, Mecosta, Wexford

## Why work here?

As local public health, we protect and promote the highest level of health possible for the communities we serve. Our positive work culture is strengthened by our commitment to making all employees feel valued and respected.

Our values:

- Customer Service
- Communication
- Responsibility and Accountability
- Positive Attitude
- Integrity

## What we offer:

- Family-first company culture
- 13 Paid Holidays
- Paid Days Off (PDO)
- 3 Personal Days
- Competitive Insurance – 3 options to choose from
- Dental and Vision
- MERS Retirement Plan
- Professional Development opportunities
- Employer Paid Short/Long Term Disability and Life Insurance
- Weeks 5-12 50% paid Maternity/Paternity leave

*District Health Department #10 is an  
Equal Opportunity Employer*

**Apply Today!**  
Send Resume to:

<http://www.dhd10.org/contact-us/join-our-team/>

*Seeking a part-time or full-time organized, detailed oriented, pragmatic, and collaborative administrative assistant to join the administrative team based in our Newaygo, Manistee, Mecosta, or Wexford County Office.*

## General Responsibilities

- Provides administrative support to the Board of Health (BOH) to include: a) assembling, distributing and posting meeting materials adhering to Open Meetings Act requirements; b) attending BOH meetings and responsible for taking and/or transcribing meeting minutes per governmental/industry standards; c) completing correspondence and communications as directed; d) maintaining official BOH records and tracking board actions.
- Performs a variety of secretarial tasks for the Health Officer, Deputy Health Officer and Medical Director including: taking and/or transcribing meeting minutes; preparing and/or editing correspondence, reports, documents, etc; maintaining Department files; scheduling appointments, meetings and other events as appropriate
- Functions as part of the FOIA Coordination team, providing support to agency "non-environmental health division" FOIA requests and responses; supporting agency tracking record; responsible for meeting all legal requirements.
- Responsible for completion of significant administrative projects including administrative policy management, form creation/updating, and support efforts to meet and maintain Accreditation status through MDHHS and the Public Health Accreditation Board.
- Supports Division Directors with special projects as appropriate; assists in various special programs as assigned, attends meetings, preparing related correspondence, maintaining records, and serving as liaison for specific programs as appropriate.

## Minimum Requirements

- Bachelor's degree in administration, business or related field required; or Associate's degree with 5 years of administrative or executive secretarial experience required. Three years of progressively more responsible secretarial experience and/or administrative office management.
- Advanced written and oral communication skills; understanding and capacity to transcribe public meetings into public record with accuracy and clarity. Strong interpersonal skills necessary to develop and maintain effective working relationships with the administrative team, Board of Health members, DHD#10 staff and key stakeholders.
- Demonstrated advanced Microsoft Office skills as necessary for the creation and compilation of various documents, communications, and reports; demonstrated expertise in document management, data processing and related areas.
- Advanced assessment, analysis and critical thinking skills required.
- Ability to multi-task simultaneous projects requiring concentration and attention to detail with frequent distractions; ability to handle pressures related to meeting deadlines and pressures of dealing with concerned citizens and employees.

The mission of District Health Department #10 is to promote and enhance the health of our communities and environment through protection, prevention, and intervention. Serving Crawford, Lake, Mason, Missaukee, Oceana, Kalkaska, Manistee, Mecosta, Newaygo, and Wexford Counties.