

UMATILLA COUNTY

EMPLOYMENT OPPORTUNITY

UMATILLA COUNTY DEPARTMENT OF HUMAN RESOURCES

County Courthouse, 216 S.E. 4th Street, Pendleton OR 97801

Phone: (541) 278-6282 - Fax: (541) 278-6374

TDD (Hearing Impaired): (541) 278-5467

AN EQUAL OPPORTUNITY EMPLOYER

February 14, 2018

18-9

POSITION ANNOUNCEMENT

POSITION: Office Manager
POSITION #: 18-9
DEPARTMENT: Public Health
SALARY: \$3,564.00/Month
Plus excellent benefits
CLOSING: Open Until Filled

DESCRIPTION: Supervises, trains and evaluates clerical support staff in the Health Department. Plans and coordinates the workflow of the office, recommending and preparing procedures to increase productivity and efficiency. Operates computerized data systems containing patient and program information, and retrieves appropriate data for reports and program monitoring and evaluation. Serves as Deputy County Registrar for Vital Statistics. Participates in establishing fee collection policies and setting fees. Prepares timesheets and pay changes notices for submittal to HR, oversees time studies, oversees the preparation of monthly and quarterly state and federal reports, and coordinates with the Department Director and the County Finance Director.

REQUIREMENTS: Minimum 2 years office management work experience required and/or associate of business degree preferred. High school graduation or equivalent, typing, accounting, office procedures, basic computer operation and bookkeeping. Third party billing experience essential. Responsible experience in computer operations, and in complying with federal and/or state grantee reporting requirements; or equivalent combination of education and experience. Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public. Ability to calculate figures and amounts, such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry. Ten key and Excel required. Considerable knowledge of bookkeeping and operating principles; capabilities and limitations of computing systems and computer languages; federal, state and local reporting requirements for fiscal and program accountability; general office practices, supervision and personnel practices. Some knowledge of accounting principles and practices. Able to plan, direct, and effectively supervise the work of subordinates; able to analyze and resolve personnel problems, exercise judgment and initiative in analyzing administrative and fiscal problems; able to work as a team member and share in the decision making process; able to compile, organize and analyze complex fiscal or special project data and prepare recommendations, reports and fiscal/budget documents; ability to communicate effectively, both orally and in writing; able to establish and maintain an effective working relationship with other employees, agencies and the general public.

HOW TO APPLY: Use of Umatilla County application is MANDATORY. Anyone who qualifies for Veterans' Preference in Public Employment provided for in OAR 839-006-0435; please include proper certification (OAR 839-006-0465) with your application. Any applicant with a disability who needs reasonable accommodation in any step of the application or hiring process to assist or to demonstrate qualifications or to perform the essential functions of the job for which the applicant is applying should inform the Human Resources Department. This job announcement is not intended to serve as a comprehensive job description. Blank applications and a complete job description can be obtained on our website at www.umatillacounty.net or the Human Resources Office, Room 108. Applications will be accepted by hand delivery, mail, fax, or email to hr@umatillacounty.net.