



San Juan County Public Hospital District No. 1

Job Title:	Office Manager	Job Category:	Full-time, not exempt, At Will
Department	Administration	Hire Date:	September 2021
Location:	Friday Harbor, WA	Travel Required:	Mostly in Friday Harbor, travel rare
Pay Range:	Starting at \$25.00- \$27.00 (based on experience, and negotiable) Full Benefit Package	Scale:	Hourly

Reporting: EMS Administrator

Job Description

QUALIFICATIONS:

- Two years of college and a minimum of 4 years of professional administrative work experience, or any combination of education and experience which demonstrates the ability to perform the essential functions of the job.
- Administrative experience
- High proficiency with MS Office 365 and Windows 10
- Ability to learn multiple computer programs and web applications
- General accounting and bookkeeping practices

Not required, but desirable: Familiarity with WordPress, EDEN, QuickBooks, EMS, healthcare, public health, and/or public safety

KNOWLEDGE, SKILLS, AND ABILITIES:

- Administrative writing skills
- General accounting functions and procedures
- Ability to communicate verbally
- Knowledge of remote conferencing software and calendar tools
- Microsoft Office skills
- General computer proficiency is a core competency of this job
- Organizational ability and multitasking



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- Ability to occasionally present to other agency personnel
- Flexibility with after hours or irregular work hours
- Able to work within an occasionally hectic work environment
- Able to wear a mask for potentially long periods of time, and to be exposed to operational staff.
- Ability to work from home as may be required

JOB GOAL:

To ensure the smooth functioning of the hospital District and EMS from an administrative perspective; to support the staff and volunteers of the agency as needed. This role works with other administrative staff to ensure that all needs are met and requires flexibility.

SUPERVISES: Generally none, but may from time-to-time supervise part-time office staff assistance or other employees performing office duties

PERFORMANCE RESPONSIBILITIES

Administrative

- Provides administrative support to EMS Administrator, Ops Staff and Volunteers. Responsible for smooth administrative operations in EMS office
- Coordinates repairs and maintenance of office machinery and equipment
- Coordinates electronic and paper file management with the Director, requiring knowledge of WA State law guiding file retention, destruction and archival
- Produce information and reports in a variety of formats
- Responds to PHI record requests and Public documents requests in accordance to agency policies
- Read, research, and route correspondence
- Draft letters, documents and forms. Collect and analyze information
- Manages administrative reception, provides information to the public by phone, correspondence or in person. Educates and assists inquirers or directs them to the appropriate staff. Provides detailed information on EMS services
- Establishes and maintains effective working relationships with other county employees, cooperating agencies and administrative support vendors.
- Maintain calendar for agencywide events and handle logistical considerations for any events
- Occasionally represent the agency by attending meetings within the community and with partners



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- Maintain office supplies inventory by checking stock to determine inventory level; anticipating needed supplies; evaluating new office products; verify receipt of supplies.
- Contribute to team effort by accomplishing related results as needed and other duties as assigned by the Director of Administrative Services; run errands.
- May be asked to supervise part-time office staff

Financial

- Assist in management of EMS finances. Assists EMS Administrator/Chief in budget preparation, analysis, management and presentations
- Coordinate all department financial transactions. Requires working relationships with county Auditor and Treasurer Offices, agency staff, supply vendors and administrator support vendors
 - Assure proper payment and coding of AP, AR and Payroll
 - Resolve discrepancies; Follow up on NSF checks
 - Develop budget reports using EDEN and Excel.
 - Train department staff in accounting procedures and oversee accuracy of transactions.
 - Manage all banking activity, including and credit card charges.
- Assist with state audit of district finances (routine in public agencies)
- Assist in applications for grants and funding assistance and tracking project expenditures.
- Reviews all ambulance runs for approval; submit to Billing Agency

Human Resources

- Process all required State, County and EMS personnel documents for new hire staff and volunteers adhering to EMS
- Maintain accurate paper personnel files and in Aladtec database
- Manage and coordinate all personnel benefits.
- Calculate monthly PTO balances.

Public Relations/Communications

- Coordinates with Administrator and PIO on public messaging
- Maintains accuracy of website content; making manual updates and coordinating with website administrator support vendor
- Prepares correspondences, press releases and newsletter.

HIPAA Compliance Officer and Privacy Officer



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- Maintains confidence of agency personnel and patients by protecting confidential information; ensures HIPAA compliance for the agency (will provide training)
- Provide HIPAA training to new staff and volunteers