



JOB DESCRIPTION

Position:	Administrative Assistant
Salary Range:	\$20.00 - \$27.00 Hourly
Reports to:	Administrative Director
Classification:	Hourly, Non-Exempt
Date Created:	

POSITION DESCRIPTION

Tulare Local Healthcare District (District) is seeking a highly organized and proactive Administrative Assistant to support our leadership team. The ideal candidate will possess excellent communication skills, be detail-oriented, and have the ability to multitask in a fast-paced environment. This role is crucial in ensuring the smooth operation of our healthcare district's administrative functions.

ESSENTIAL FUNCTIONS OF POSITION

General Administrative Support:

- Perform a variety of administrative tasks including answering phones, managing correspondence, and scheduling appointments.
- Maintain and organize files, records, and documents both electronically and in physical formats.
- Prepare and edit documents, reports, and presentations as required.
- Respond to public records requests in compliance with relevant laws and regulations.
- Ensure timely and accurate processing of requests, maintaining confidentiality and data integrity.
- Abide by District policies and procedures in all administrative tasks and responsibilities.

Customer Service:

- Serve as the first point of contact for visitors and clients, providing excellent customer service and ensuring a welcoming environment.
- Handle inquiries and provide information regarding services offered by the District.

Scheduling and Coordination:

- Manage and coordinate meetings and appointments for the administrative team.
- Prepare Board and staff meeting agendas, take minutes, and follow up on action items.

Office Management:

- Monitor and order office supplies to ensure the office operates smoothly.
- Coordinate with vendors and service providers for office equipment maintenance and repairs.

Data Management:

- Enter and maintain data accurately in various databases and systems.
- Generate reports and perform data analysis as needed.

Project Assistance:

- Assist in the planning and execution of special projects and events.
- Collaborate with other departments to support District-wide initiatives.

QUALIFICATIONS

General Qualifications:

- High school diploma or equivalent.
- Minimum of 2 years of experience in an administrative or clerical role.
- Proficient in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook) and other office management software.
- Strong organizational and time management skills with the ability to prioritize tasks effectively.
- Excellent verbal and written communication skills.
- Ability to work independently as well as part of a team.
- Discretion and confidentiality in handling sensitive information.

License or Certificate:

Required: Possession or, or ability to obtain an appropriate, valid Class C California driver's license.

PHYSICAL DEMANDS

A qualifying applicant must possess: mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, and over the telephone. This is primarily a sedentary office classification although standing in work areas and walking between work areas may be required. Finger dexterity is needed to access, enter and retrieve data using a computer keyboard, typewriter keyboard or calculator, and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push and pull drawers open and closed to retrieve and file information. Employees must possess the ability to: lift, carry, push, and pull materials and objects necessary to perform job functions; and inspect work sites including traversing uneven terrain, climbing ladders, stairs, and other temporary or construction access points.

ENVIRONMENTAL DEMANDS

District employees work partially in an office environment with moderate noise levels and controlled temperature conditions, and partially in the field and are occasionally exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, confining workspaces, chemicals, mechanical and/or electrical hazards, and hazardous physical substances and fumes. Employees may interact with upset staff and/or public and private representatives and contractors in interpreting and enforcing District policies and procedures.

APPLICANT ACKNOWLEDGMENT

I acknowledge that I have read and understand this job description and that I am qualified for the position and able to perform the essential job functions with or without accommodation.

Employee Signature

Employee Name (print)

Date