

OFFICE SUPERVISOR, RHORC
Regional Health Occupations Resource Center
100% time, 12 month term
Current hours: Mon - Fri, 8:00 a.m. - 5:00 p.m.

This is a temporary, specially funded position subject to annual renewal of funding.

SALARY: Range 57, Steps 1 - 6, \$2,504 - \$3,197. Initial salary placement, Step 1.

HEALTH & WELFARE BENEFITS: District contributes \$5,422 toward annual premium for medical, dental, vision and life insurance coverage. Lifetime retirement benefits provided for eligible retirees. New employees contribute 5% of salary toward Retiree Lifetime Medical Benefits Program.

OVERVIEW:

Under the direction of the Regional Health Occupations Resource Center Director, plans, schedules and performs a wide variety of secretarial and clerical support duties in order to coordinate the daily operational activities of the office. Provides referral services and screens prospective clients to receive direct, one-on-one consulting, technical assistance, and schedules training programs..

EXAMPLES OF DUTIES:

- Performs secretarial duties and assists the administrator with a variety of clerical, technical and routine administrative duties; serves frequently as a liaison between the administrator and staff, public and other personnel.*
- Supervises office staff.*
- Reviews and proofs documents, records and forms for accuracy, completeness and conformance to applicable rules and regulations.*
- Trains and provides work direction to others as assigned; recommends new and revised office procedures as appropriate.*
- Collects and compiles statistical and financial data and other information for inclusion in special and periodic reports.*
- Assists in monitoring budget expenditures and maintaining expenditures records; tracks and coordinates purchases and payroll, keeps all accounts balanced.*
- Communicates information in person or by telephone where judgment, knowledge and interpretation of policies and regulations are necessary.*
- Coordinates activities of assigned office between the administrator and staff, the public or other District officials; establishes and maintains positive staff and public relations.*
- Receives, opens and distributes mail; receives visitors, arranges travel, schedules appointments, screens visitors and telephone calls and refers to appropriate staff members.*
- Operates a computer terminal for the preparation and maintenance of a variety of complex documents.*