



San Juan County Public Hospital District No. 1

Job Title:	Executive Assistant / Communications Officer	Job Category:	Full-time, Exempt At Will
Department	EMS Administration	Hire Date:	March 2004
Location:	Friday Harbor, WA	Travel Required:	Occasional
Pay Range:	45,000-60,000	Scale:	Salaried

Reporting: EMS Administrator

Job Description

QUALIFICATIONS:

1. Administrative experience.
2. Ability to proficiently use MS Suite and web applications.
3. General accounting and bookkeeping practices.
4. Familiarity with EMS and public safety.

KNOWLEDGE, SKILLS, AND ABILITIES:

1. Administrative Writing Skills
2. Reporting Skills
3. Supply Management
4. Scheduling
5. Microsoft Office Skills
6. Organization, Time Management, Presentation Skills
7. Travel Logistics
8. Verbal Communication. Extensive computer based skills and web capabilities

JOB GOAL:

To enhance the EMS administration's effectiveness by providing information management support; representing the executive and agency to others, supporting administrative efforts and acts as Recording Secretary to the SJCPHD Board of Commissioners. To support the staff and volunteers of the agency as needed.



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SUPERVISES:

Director of Facilities, Volunteer Officers as assigned.

PERFORMANCE RESPONSIBILITIES

Produces information by transcribing, formatting, inputting, editing, retrieving, copying, and transmitting text, data, and graphics.

Conserves executive's time by reading, researching, and routing correspondence; drafting letters and documents; collecting and analyzing information; initiating telecommunications.

Maintains executive's appointment schedule by planning and scheduling meetings, conferences, teleconferences, and travel.

Represents the executive by attending meetings in the executive's absence; speaking for the executive.

Welcomes guests and customers by greeting them, in person or on the telephone; answering or directing inquiries.

Maintains customer confidence and protects operations by keeping information confidential. Completes projects by assigning work to other staff; following up on results.

Prepares financial and operational reports by collecting and analyzing information. Secures information by completing data base backups.

Provides historical reference by developing and utilizing filing and retrieval systems; recording meeting discussions.

Prepares and oversees various budgets and budgetary line items.

Develops, implements and monitors industry standard billing practices and maintains primary relationship with billing vendor.

Maintains office supplies inventory by checking stock to determine inventory level; anticipating needed supplies; evaluating new office products; placing and expediting orders



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for supplies; verifying receipt of supplies.

Ensures operation of equipment by completing preventive maintenance requirements; following manufacturer's instructions; troubleshooting malfunctions; calling for repairs; maintaining equipment inventories; evaluating new equipment and techniques.

Maintains professional and technical knowledge by attending educational workshops; reviewing professional publications; establishing personal networks; participating in professional societies.

Contributes to team effort by accomplishing related results as needed.

Supervises the Director of Facilities.

Assists Officers as appropriate.

Other duties as assigned by EMS Administrator.