

Senior Administrative Officer

Job Description

Department	Health Services/ Public Health/Environmental Health
Reports to	Public Health Director/Administrator
Warren County Pay Grade	17-1 Starting pay \$35.30 per hr.
Benefits	Health Insurance, Dental Insurance, Vision Insurance, IPERS
FLSA Status	Non-Exempt
Supervises Others	Yes
Approved by	Board of Health Public Health Director/Administrator

Position Summary

The Senior Administrative Officer (SAO) supports the Public Health Director/Administrator by providing high-level administrative oversight to ensure the efficient operation of the Health Services Department. Reporting directly to the Director, the SAO assists with daily operations, monitors office functions, supports budget development and financial oversight, and prepares and coordinates documents and reports in compliance with established policies and procedures. The SAO contributes to the management of grant budgets, program surveillance, community health needs assessments, educational initiatives, and required program reporting to guide assigned public health services in alignment with departmental goals.

The position also supervises the front office Administrative Assistant and other assigned staff as necessary and may manage departmental operations in the absence of or at the request of the Director. In addition, the SAO works closely with the Director to provide oversight and administrative support to the immunization and nursing programs, as well as the Public Health Preparedness and Environmental Health Programs, ensuring coordinated, high-quality service delivery in alignment with departmental goals, regulatory requirements, and established policies and procedures.

Essential Functions

- Assists in the development, review, and update of program policies, procedures, and protocols as needed.

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- Supports budget preparation by tracking expenses, revenue, and expenditures for designated programs.
- Provides direct supervision, performance reviews, and oversight for assigned staff.
- Maintains accurate program records and ensures compliance with quality assurance standards.
- Participates in the planning, implementation, and evaluation of program services, including developing program goals and monitoring progress.
- Prepares reports, correspondence, and other required documentation for the Public Health Administrator.
- Tracks and processes bill claims, deposits, and bundles for payment, and follows up on claim denials.
- Reviews program budgets with the Public Health Administrator as needed.
- Maintains departmental records related to equipment inventory, supplies, and other administrative areas.
- Enters, interprets, analyzes, and reports data to support departmental objectives.
- Attends required in-service meetings, trainings, and workshops to develop and improve relevant skills.
- Serves as a liaison between staff, other departments, and outside stakeholders.
- Attends Board of Health and Board of Supervisor meetings as directed by the Director.
- Contributes to the development of program-related goals and ensures progress is tracked and reported.
- Works closely with the Director in performing various administrative and professional program activities.
- Responsible for other duties as assigned.

Education, Skills and Experience

- Preferred: Graduation from an accredited four-year college with a bachelor's degree in Public Health, Health Care Administration, or a related field, or at least 5 years of relevant work experience
- Knowledge of the theories, principles and practices of Public Health.
- Ability to organize, implement, and evaluate public health programs and initiatives.
- Ability to manage, supervise, and provide performance feedback to staff, ensuring efficient operations.
- Strong skills in budget preparation, financial oversight, and expense tracking to ensure fiscal responsibility.
- Excellent written and verbal communication for preparing reports, correspondence, and presenting information clearly to stakeholders.
- High level of organization to manage multiple tasks, prioritize responsibilities, and ensure smooth office operations.
- Ability to analyze situations, identify issues, and make effective decisions to resolve problems.

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- Skilled in overseeing projects from initiation to completion, ensuring deadlines and objectives are met.
- Understanding of public health regulations, policies, and procedures to ensure compliance in all activities.
- Ability to collect, interpret, and report data to support program objectives and performance metrics.
- Ability to work well with cross-functional teams, staff, and external partners to achieve department goals.
- Competence with office software (e.g., Microsoft Office Suite, spreadsheets, and databases) and other relevant systems for reporting and data tracking.
- Strong attention to detail to ensure accuracy in reporting, document preparation, and compliance.
- Efficient in managing time, meeting deadlines, and juggling multiple tasks in a fast-paced environment.
- Maintain discretion and confidentiality when handling sensitive information.
- Must be a positive representative of the Board of Health and Warren County
- A strong team player and demonstrate a commitment to the ideas and values of Warren County

Physical Demands and Work Environment:

The physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical demands: While performing duties of this job, the employee is required to sit and/or stand for long periods of time. Must have the ability to lift, pull, push, and/or move up to 50 pounds.

Work environment: The noise level in the work environment is minimal to moderate.

General Sign off: *The employee is expected to adhere to the values as established by Warren County Board of Supervisors and the Warren County Board of Health, and represent Warren County in a positive, professional manner.*

I have read and understand this job description and I can perform the duties of this position with or without reasonable accommodations.

(Circle one)

Signature: _____ **Date:** _____