



San Juan County Public Hospital District No. 1

Job Title:	Executive Assistant and Hospital District Affairs Specialist	Job Category:	Full-time, not exempt, At Will
Department	Administration	Hire Date:	March 2021
Location:	Friday Harbor, WA	Travel Required:	Mostly in Friday Harbor, travel rare
Pay Range:	Starting at \$22.00 – \$25.00 (based on experience, and negotiable), benefits	Scale:	Hourly

Reporting: Superintendent

Job Description

QUALIFICATIONS:

- 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
- Must be self-motivated and possess a strong work ethic. This is a job that requires a lot of independent work and activity
- Associate degree/bachelor’s degree is a plus, but not required
- Not required, but desirable: background with grant administration, WordPress, EDEN; familiarity with EMS, healthcare, public health, and/or public safety

KNOWLEDGE, SKILLS, AND ABILITIES:

- Administrative writing skills
- 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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- Flexibility with 1-3 days per month (on average) of afterhours 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 at San Juan Island EMS.
- Ability to work from home in the event of severe local COVID-19 crisis

JOB GOAL:

To ensure the smooth functioning of the hospital district from an administrative perspective; to support the Superintendent.

The Superintendent spends most of their time running San Juan Island EMS. This position is intended to ensure that the hospital district side of things is run effectively. However, this position will work some out of EMS, and help with EMS affairs as needed. This position is also the public records officer for the entire District, including EMS.

SUPERVISES: None.

PERFORMANCE RESPONSIBILITIES

Executive Assistant

- Read, research, and route correspondence.
- Draft letters and documents.
- Collect and analyze information.
- Initiate telecommunications.
- Occasionally represent the Superintendent by attending meetings within the community and with partners.
- Maintain office supplies at the hospital district offices.
- Contribute to team effort by accomplishing related results as needed and other duties as assigned by the Superintendent; run errands.
- Assist in keeping headquarters organized.
- Track inventory using SAGE Asset Listing.
- May also need to perform administrative support roles at San Juan Island EMS when needed.

Financial (San Juan County Public Hospital District No. 1 only)

- Accounts Payable using EDEN.
- Assist the Superintendent in preparing monthly and annual financial reports to the Board.

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- Help with grants by sending needed documents to the District's accounting firm and helping to ensure District compliance with two HRSA grants.
- Assist in applications for grants and funding assistance.
- Assist with state audit of district finances (routine in public agencies).
- Assist in preparing and various budgets and budgetary line items.
- Report, track, and disburse commissioners monthly/quarterly stipends.
- Determine and disburse PIMC Subsidy payments under the direction of the Superintendent.

Records Officer (for both San Juan County Public Hospital District No. 1 and San Juan Island EMS)

- Respond to Public Records Requests according to the laws of the State of Washington and the policies of San Juan County Public Hospital District No. 1 and San Juan Island EMS.
- Maintain public records files, both electronic and paper.
- Advise commissioners and staff regarding retention rules using both the Common CORE and the Public Hospital District retention schedules.
- Ensure the proper retiring of records whether to archival or destruction, and document actions.
- Store existing documents and ensure their longevity.
- Handle exempt and non-exempt documents under the Public Records Act, archival and non-archival documents, as well as essential and non-essential designated materials.
- Update public records request policies based on existing policy and the model Rules on Public Disclosure published by WA State Attorney General's office.
- Assist in ensuring that San Juan County Public Hospital District No. 1 Board of Commissioners is familiar with Public Records rules and maintain documentation of training.
- Train San Juan Island EMS staff as needed in public records use.