

POLK COUNTY HEALTH SERVICES
OFFICE MANAGER POSITION DESCRIPTION

Polk County Health Services serves people who seek to improve mental health and quality of life for themselves and those they care for. We provide a comprehensive continuum of services, access to safe and affordable housing, and opportunities for education and training. We provide a reliable infrastructure that meets the unique needs of each person. We change lives.

The Office Manager of a Polk County Health Services is a critical member of the team, ensuring proper management of important organizational functions, maintaining accurate records, and fostering communication among stakeholders including the board of directors and sub-committees of the board.

This position requires a flexible work schedule including early morning and evening responsibilities.

The duties of the Office Manager include:

1. Cultivate and maintain good working relationships with internal staff, members of the Board of Directors, members of the Polk County Board of Supervisors, and external mental health and disability care providers, contractors, state and local licensing bodies, and other stakeholders important to the work of Polk County Health Services.
2. Understand the needs of the clients we serve and support.
3. Develop and implement procedures for high quality organizational functioning including:
 - a. Schedule, notice, coordinate and attend PCHS board meetings, committee meetings.
 - b. Comply with Iowa Open Meetings Law requirements.
 - c. Maintain accurate documentation, meeting legal requirements.
 - i. Prepare and distribute meeting materials in advance of meetings.
 - ii. Record minutes of meetings.
 - iii. Review and update documents as necessary, ensuring all documents are safely stored and readily accessible for inspection by directors or others.
 - iv. Establish a historical reference for the office by outlining procedures for protection, retention, record disposal, and retrieval.
 - d. Manage office functions including mail functions, filing, and supervision of office repair contracts and services. Coordinate with IT department on all office equipment.

- e. Purchase items necessary for all trainings, board meetings, and committee meetings as necessary.
 - f. Provide general support to visitors
4. Participate actively in the planning and execution of company events including conferences, trainings, or other activities.
5. Develop standards that enhance operational procedures.
6. Support the functions of the Finance Director and Property Manager including scanning and filing financial documents.
7. Support the functions of the PCHS Program Planners including scanning and filing important documents.
8. Support the executive director specific to scheduling meetings, calendar management, and other supports as needed.

QUALIFICATIONS

1. Team member who has excellent communication skills (verbal and written) and flexible work style, able to respond to the needs of our customers in a timely and professional manner.
2. Compassionate person who understands the needs of people living with mental illness or disabilities.
3. Possess an interest in helping people.
4. Detail oriented and able to prioritize, managing multiple projects at the same time.
5. Knowledge of Iowa Open Meetings laws notice requirements.
6. Knowledge of Roberts Rules of Order.
7. Expertise in Microsoft Office and Sharepoint systems, expert typing skills.
8. Experience with presentation technology systems.
9. Detail oriented and able to prioritize, managing multiple projects at the same time.
10. Excellent organizational skills including file management.
11. Ability to manage concerns from stakeholders in a calm manner.
12. AA, AS in accounting, business administration, or communication a minimum. BA or BS preferred.
13. Minimum 5 years experience in office administration, bookkeeping, or other related field.
14. Minimum 5 years experience with corporate boards (either non-profit or private industry).

Salary: \$43,000 - \$55,000

Interested applicants should email their resume, cover letter, and a list of references to info@pchsia.org before December 30, 2019.