



## Delaware County Job Description

<b>Job Title</b>	Environmental Health Division Administrative Assistant	<b>EEO Classification</b>	Administrative Support Workers
<b>Department</b>	Health Department	<b>EEO4 Function</b>	Health
<b>Supervisor(s)</b>	Administrator	<b>Job Grade</b>	5
<b>Work Schedule</b>	8:30 am – 4:00 pm, M-F (Or less if part time)	<b>Status</b>	Full-time Part-Time
<b>FLSA Status</b>	Nonexempt, OT Eligible	<b>Position Type</b>	Hired
<b>Job Category</b>	PAT (Prof, Admin, Tech)	<b>Effective Date</b>	4/1/08

*To perform this position successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed in this document are representative of the knowledge, skills, and abilities required. Delaware County provides reasonable accommodation to qualified employees and applicants with known disabilities who require accommodation to complete the application process or perform essential functions of the job, unless the accommodation would cause an undue hardship.*

Incumbent serves as Administrative Assistant to the Administrator and the Environmental Health Division for the Health Department, responsible for assisting with administrative/clerical duties and serving as general support staff for these divisions.

### **DUTIES:**

Serve in a supporting role to the Environmental Health Division staff and Administrator, which have duties included but not limited to:

Performs research and develops and presents educational programs for local schools, workplaces, health fairs, community/social organizations, and County employees. Provides information and assistance in identifying and understanding environmental/health hazards and chronic disease/health risks and developing related strategies.

Works with a variety of outside agencies and organizational professionals to coordinate prevention services and community educational events.

Acts as a resource person with schools and the public, responding to questions on health related topics and providing appropriate research information and statistics.

Responds to requests, questions, and problems concerning environmental issues, providing information and assistance, explaining procedures, conducting inspections, and issuing or denying permits as applicable.

Performs environmental inspections of temporary events and public and private property, ensuring compliance with public laws, codes, ordinances, and regulations. Provides consultation regarding environmental health and safety issues.

Provides training on various health related topics, including Hepatitis, HIV/AIDS, universal health precautions, tobacco education/cessation, food service training and/or related health topics as requested.

Answers phone calls and department email, responding, taking messages, and/or forwarding calls/emails where appropriate.

Processes payments for permits, etc.

Processes and issues permits and other environmental health division correspondence.

Performs related duties as assigned.

**I. JOB REQUIREMENTS:**

Associate's or Bachelor's degree preferred.

Must be at least 21 years of age.

Ability to meet all hiring requirements, including passage of a drug test. Training in National Incident Management Systems (NIMS), CPR, and AED. Indiana Notary license preferred.

Working knowledge of standard English grammar, spelling and punctuation, and ability to prepare documents and written reports as required. Ability to maintain accurate records.

Ability to operate standard office and inspection equipment, such as computer, calculator, projector, and thermometer.

Ability to provide public access to or maintain confidentiality of department information and records according to state requirements.

Ability to comply with all employer and department policies and work rules, including, but not limited to, attendance, safety, drug-free workplace, and personal conduct.

Ability to competently serve the public with diplomacy and respect, including occasional encounters with irate/hostile individuals.

Ability to effectively communicate orally and in writing with co-workers, other County departments and agencies, Indiana State Department of Health, American Cancer Society, Ball State University, Ball Memorial Hospital, Little Red Door, Open Door, Minority Health Coalition, and the public, including being sensitive to professional ethics, gender, cultural diversities, and disabilities.

Ability to work alone with minimum supervision and with others in a team environment.

Ability to work on several tasks at the same time and work rapidly for long periods, occasionally under time pressure.

Ability to understand, memorize, retain, and carry out written or oral instructions and present findings in oral or written form.

Ability plan and layout assigned work projects and plan and present public speaking presentations.

Ability to compare or observe similarities and differences in data; compile, classify, analyze, evaluate data, and take action based on data analysis.

Ability to testify in legal proceedings/court as needed.

Incumbent responds to public health emergencies on 24-hour call and from off-duty status, in a role commensurate to daily duties.

Incumbent occasionally works extended, evening, and/or weekend hours and travels out of town for training, meetings, and/or conferences, sometimes overnight.

Possession of valid driver's license and demonstrated safe driving record.

## **II. DIFFICULTY OF WORK:**

Incumbent performs a broad range of duties which involve consideration of many variables, exercising independent judgment to effectively assess and evaluate situations and provide information and/or referrals as requested. Majority of duties are performed within clear and well-defined guidelines that are applied to specific tasks.

## **III. RESPONSIBILITY:**

Incumbent supports the division's proper implementation of community health programs, sanitation requirements and environmental codes according to technical specifications and standard practices of the profession. Goals and objectives of incumbent's work are known, with work reviewed primarily for attainment of objectives, technical accuracy, soundness of judgment, adherence to instructions/guidelines, and compliance with Department goals/objectives and legal requirements. Occasionally, decisions are made in the absence of specific policies and/or guidance from the supervisor.

## **IV. PERSONAL WORK RELATIONSHIPS:**

Incumbent maintains frequent contact with co-workers, other County departments and agencies, Indiana Department of Health, and the public, for the purposes of exchanging information and ideas and instructing others.

Incumbent reports directly to the Administrator and the Director of Environmental Health Programs.

**IV. PHYSICAL EFFORT AND WORK ENVIRONMENT:**

Incumbent performs duties in a standard office environment, involving sitting and walking at will, sitting/standing/walking for long periods, lifting under 50 pounds, carrying objects, crouching/kneeling, pushing/pulling objects, bending, reaching, close and far vision, color and depth perception, fingering/handling/grasping objects, and hearing sounds/communication. Incumbent rarely performs some duties outdoors in varying weather conditions. Incumbent is potentially exposed to violent/irate individuals and may respond to situations involving potential physical harm to self and others.

Incumbent responds to emergencies on 24-hour call and from off-duty status. Incumbent occasionally works extended, evening, and/or weekend hours and travels out of town for trainings and/or meetings, sometimes overnight.

**DOCUMENT HISTORY**

<b>Initial Document</b>	<b>Original Author: Amy Hall</b>		<b>Title: HR Director</b>	
	<b>Department: Human Resources</b>		<b>Date Drafted: 11/23/09</b>	
<b>Change History</b>	<b>Revision</b>	<b>Description of Changes</b>	<b>Approval Date</b>	<b>Approved By</b>
	0	Original document	4/1/08	

*The County has reviewed this job description to ensure that essential functions and basic duties have been included. It is intended to provide guidelines for job expectations and the employee's ability to perform the position described. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills and abilities. Additional functions and requirements may be assigned by supervisors as deemed appropriate. This document does not represent a contract of employment, and the County reserves the right to change this job description and/or assign tasks for the employee to perform, as the County may deem appropriate.*

**Interested individuals should submit cover letter, resume, completed application\*, and any references or other info for consideration to:**

- 1) Delaware County Human Resources  
Delaware County Building  
100 W. Main St, Room 300  
Muncie, IN 47305
  
- 2) By email to Jammie Bane, DCHD Administrator, at [jbane@co.delaware.in.us](mailto:jbane@co.delaware.in.us)

*\*Printable county application can be found at <https://www.co.delaware.in.us/>*

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