

CHEYENNE COUNTY

POSITION TITLE: Office Manager
DATE: February 13, 2020
RESPONSIBLE TO: Director of Public Health
and Board of County Commissioners

SUMMARY OF POSITION:

This position is responsible for the administrative support/office management and receives administrative direction from Nurse Administrator.

ESSENTIAL JOB FUNCTIONS:

Work shall include but not be limited to financial duties requested by the Director and/or Board of County Commissioners:

- Maintains financial accounting and reports of all office programs to include expenditure and revenue records, billing and/or supervision of billing to revenue sources, contracts, and grant sources.
- Perform monthly review of revenues and expenditures with County Clerk and Recorder's office and Treasurer's office through the use of the Audit Trail Report and Treasurer's report.
- Performs budget preparation for the general office and program specific budgets.
- Assists Nurse Director with exploration of other revenue resources and grants.
- Maintains time study evaluations of agency programs for utilization on budget analysis and time efficiency.
- Responsible for Immunization Registry (CIIS) entries, monthly IZ inventory, and vaccine ordering.
- Completes or assists with the yearly Immunization program audit, and yearly Benchmarking tool.
- Will complete Insurance, Medicaid and Medicare claims for Immunization services.
- Will act as Deputy Vital Records Registrar for Birth and Death Records.
- Prepares the monthly, quarterly, and/or annual reports/invoices to State Department of Health and other entities for Immunization, Emergency Preparedness program, and other State funded programs as needed (CTC, TGYS, Tobacco).
- Will be responsible for updating and Revalidating Medicare/Medicaid programs as required (re-certification, change of office personnel, etc.).
- Will be responsible for the Health Alert Network (HAN) and Colorado Notification System for EPR programs.
- Active participation in Emergency Preparedness planning and drills.
- Delegates to and supervises back-up office staff (as needed) to include cross training and back-up of critical duties during vacation, sick leave or position vacancies.
- Handles scheduling of office appointments.
- Performs Well Child/School and Adult screenings as needed, i.e., vision,

- hearing, height, weight, blood pressure.
- Maintains or supervises inventory and replenishment of office and nursing supplies.
- Maintains client and office records for all programs to include removal of records per program Retention Schedules (on file).
- Assists with managing and maintaining computer systems for agency programs as able.
- Performs other related duties as directed by P.H.N./Administrator.

JOB REQUIREMENTS:

This position exists to support the Public Health system by managing departmental financial operations and resources, to accomplish effectively and efficiently the fiscal and accounting functions related to the diverse programs and grants within the Department of Public Health, to provide fiscal support related to sources and uses of funds to program and budget management, to provide timely and accurate financial data and reports in compliance with Generally Accepted Accounting Principles (GAAP), Governmental Accounting Standards Board (GASB) statements, Federal regulations, and State fiscal rules and accounting controls.

This position is also responsible for the accurate and timely collection and reporting of hours worked and leave taken by Department employees in accordance with the Federal Fair Labor Standards Act, Family Medical Leave Act, and State Personnel Rules.

OTHER RESPONSIBILITIES:

Perform other job-related duties as required subject to policy determination of the Board of County Commissioners and/or PH Director.

DIFFICULTY OF WORK:

Work requires the ability to perform under pressures and time constraints under multiple deadlines. Flexibility in job performance is critical as it relates to the various systems and reports that have to be made and submitted in a timely manner. Position must be able to work with other staff efficiently and effectively. Work is performed within a variety of programs, which may have similar and dissimilar attributes. This position may require the ability to sit for long periods of time at a desk.

QUALIFICATIONS, EDUCATION, TRAINING AND EXPERIENCE LEVEL:

Minimum requirements are high school diploma or GED. Experience with office equipment, accounting practice and State systems a plus but not required as training will be offered.

LICENSES AND CERTIFICATIONS:

Valid driver's license and ability to work in the U.S.

TECHNICAL SKILLS:

- Ability to use computer and software systems
- 10-key and Excel
- General accounting knowledge with attention to detail
- Ability to use multi-line telephones, fax and copy machines
- Willing and able to follow directions and adhere to policy

- Ability to work with other staff, independently and efficiently
- Professionalism and confidentiality
- Ability to read and interpret documents
- Good communication skills, both oral and written
- Ability to multitask and be flexible
- Ability to follow verbal and written instructions
- Organized work, setting priorities and follow-up on assignments
- Define problems, collect data, establish facts, draw valid conclusions and implement appropriate solutions.

WORKING ENVIRONMENT AND MENTAL/PHYSICAL REQUIREMENTS:

Paperwork is completed in a small office setting shared with other staff members. There may be travel to and from meetings and trainings that could involve unexpected weather conditions. Requires sitting at a desk working on a computer for long periods of time and ability to learn and apply new concepts as rules change.

ORGANIZATIONAL RELATIONSHIPS:

Position is responsible to the Department’s Director, Board of County Commissioners and State Personnel.

COMMUNICATIONS:

Courteous and effective working relationships with Board of County Commissioners, citizens of Cheyenne County, State and Federal agencies, County and Regional agencies as well as other County employees. Work requires contact with legal, medical, psychiatric professionals and resource organizations for the purpose of maintaining information as it pertains to the individual case(s).

THIS JOB DESCRIPTION DOES NOT CONSTITUTE AN EMPLOYMENT AGREEMENT.

Nothing in this job description restricts Cheyenne County’s ability to assign, reassign or eliminate duties and responsibilities of this job at any time. It does not prescribe or restrict the tasks that may be assigned. This job description describes the County’s current assignment of essential functions. Those functions may change at any time as the needs of the County change or for other reasons deemed appropriate by the County.

I, _____ have read the above job description for the Cheyenne County Public Health Office Manager position. To the best of my knowledge, I am able to perform all duties of the job as described.

Employee Signature Employee Printed Name Date

Chairman Signature Chairman Printed Name Date