



Macon County Health Department

Job Opening

- Job Title:** Full-Time Administrative Specialist
- Division:** Administration
- Minimum Qualifications:** Minimum of Bachelor's Degree in administration, human resources, communications, public health, or related field. Must have thorough knowledge of business and strong clerical, organizational, and oral and written communication skills. Must have experience with fiscal operations and computer programs including, but not limited to: Microsoft and Quicken. Extensive computer experience required. Must have knowledge of general office procedures/equipment and be able to work effectively under stress. Experience dealing with Board conduct and management preferred. Must possess the ability to handle customer calls and public relations problems effectively. Must maintain strict confidentiality at all times. Teamwork and professionalism a must.
- Must have the ability to work with diverse community groups. Must have a dependable vehicle for use during work hours, valid Illinois Driver's License, and appropriate auto insurance. Must be physically able to get in and out of a car many times per day in all types of weather. This position requires an individual be physically able to meet the demands of the job including bending, squatting, lifting up to (30) pounds.
- Summary of Job Duties:** Completes high level administrative and clerical duties in Administration including, but not limited to: filing, billing, mail distribution, procurement, human resources, Freedom of Information Act (FOIA) requests and other duties as assigned by the CFO, Assistant Administrator, and Administrator. Acts as liaison to Board of Health; coordinates communication to Board Members and is responsible for Board setup and documentation. Maintains and updates Board of Health (BOH)-related information on the MCHD website. Prepares meeting minutes for internal staff meetings, as assigned. Responsible for vehicle fleet management. Schedules and managements maintenance and repairs. Works with the Macon County Highway Department. Receives, sorts, and delivers mail and packages from USPS. Delivers UPS and Fed-Ex in the absence of the Administrative Clerical Support. Completes human resources clerical duties and serves as back-up to the Assistant Administrator/CHRO by completing the following duties as assigned: Handling employment applications through the hiring process; Scheduling, conducting, and reviewing testing for applicants; Completes pre-employment screenings; Assisting with employee recognition programs; Completes FMLA paperwork for employees; Prepares documents for employees and new hires; Maintain auto insurance, driver's list, and license lists and database; Assists with transition and data entry to database (MIP).
- How to Apply:** Applications can be picked up at the Macon County Health Department Front Desk at 1221 E. Condit, Decatur, Illinois, or you can go to our website, www.maconcountyhealth.org to print a copy of the application. Completed applications should be submitted to Macon County Health Department Attention: HR at 1221 E. Condit, Decatur, Illinois, 62521 or emailed to hr@maconchd.org