



Winnebago County

The Wave of the Future

JOB POSTING

POSITION TITLE: Administrative Coordinator

LOCATION: Park View Health Center

HIRING RANGE: \$24.28-\$27.02/Hr.

STATUS: Full time

HOURS PER WEEK: 40

WORK HOURS: 8:00 am – 4:00 pm

APPLICATION DEADLINE: Recruitment will be ongoing

Current Winnebago County employees interested in applying for this position will need to complete the Winnebago County Application for [Departmental Transfer/Position Change](#) form. Other parties interested in applying for this position will need to complete the [Winnebago County Application for Employment](#).

WINNEBAGO COUNTY POSITION DESCRIPTION

November 2022

POSITION TITLE: Administrative Coordinator

DEPARTMENT: Park View Health Center

PAY BASIS: Hourly

PURPOSE AND SUMMARY:

To perform administrative responsibilities and provide professional communications, while acting as a facility liaison to the public and community organizations.

ESSENTIAL FUNCTIONS:

1. Composes correspondence, reports, speeches, communications, and documentation. Writes grants and coordinates awards under the supervision of the Administrator. Processes PVHC procedures and forms including taking the lead role in the set up and maintenance of a comprehensive intranet search system for staff access to procedures and forms. Develops and maintains PVHC flyers, brochures, and signage.
2. Acts as a spokesperson for Park View Health Center. Greets visitors and provides tours, when requested, speaks at various community functions and organization meetings, and attends and serves at designated meetings of County Board committees

and other bodies. Communicates with members of the press as directed by the Administrator.

3. Takes the lead role in editorial responsibilities for the PVHC Newsletter including interviews and photographs. Creates and maintains closed circuit TV announcements. Sets up multi-media/audio-visual equipment for special events and webinars as needed. Manage content for PVHC's internet media and the website.

ADDITIONAL ESSENTIAL DUTIES:

1. Manages recruitment and retention of staff including orientation, hiring events at local schools and colleges and recognition program.
2. Acts as a liaison with internal departments, county departments, and with other local, state and federal agencies, as directed.
3. Works independently and within a team on special projects. Acts as a project manager for special projects, including planning and coordinating presentations, disseminating information, and organizing Park View events.
4. Maintains complete confidentiality regarding office and resident-related information.
5. Disseminates and compiles the annual satisfaction survey.
6. Arranges meetings and takes meeting minutes as assigned.
7. Performs other related duties as may be assigned.

WORK RELATIONSHIPS:

1. Reports to Administrator.
2. Works regularly with all other departments within facility, community organizations, and the public at large.

REQUIRED EDUCATION, EXPERIENCE, TRAINING, AND CERTIFICATION:

1. An associate's or bachelor's degree from an accredited institution of higher learning, preferably in Business Administration or a related field.
2. A minimum of two years of relevant administrative experience.
3. A combination of education and experience sufficient to demonstrate needed knowledge, skills, and abilities may be considered in place of specific degree and experience requirements.
4. Must have the capacity to move freely in the community (such as through possession of a valid driver's license or other means) including access to a vehicle.
5. Must produce evidence of meeting or exceeding the minimum automobile liability insurance requirements contained in the Winnebago County Travel Ordinance.

KNOWLEDGE, SKILLS, AND ABILITIES:

1. High level of interpersonal skills to handle sensitive and confidential situations. Position continually requires demonstrated professionalism, poise, tact, and diplomacy.
2. Must be able to interact and communicate with individuals at all levels of the organization.
3. Work requires continual attention to detail and accuracy in composing, typing, proofing, problem-solving, conceptualizing/creativity, establishing priorities and meeting deadlines. Must be able to work in a fast-paced environment with demonstrated ability to juggle multiple competing tasks and demands.

4. Ability to understand departmental operations and procedures.
5. Possess a high degree of proficiency with Microsoft Office products including Outlook, Word, Excel, PowerPoint and Publisher, as well as an understanding and proficiency working in other internal computer programs.
6. Possess a high degree of understanding and proficiency in handling office equipment, audio/visual/multi-media equipment, and internet/intranet processes.
7. Ability to type at a minimum of 60 wpm.

PHYSICAL REQUIREMENTS:

1. Ability to perform most work from a sedentary position, however the ability to move freely throughout the building is also required.
2. Ability to work at a computer for extended periods of time.
3. Ability to use standard office equipment including telephone, computer, printer, photocopier, and scanner.
4. Ability to function in situations encountered in a normal office setting.
5. Ability to travel to other County departments and locations.