



Winnebago County
The Wave of the Future

JOB POSTING

POSITION TITLE: Administrative and Public Relations Coordinator

LOCATION: Park View Health Center

HIRING RANGE: \$29.74 - \$33.05

STATUS: Full Time

HOURS PER WEEK: 40

WORK HOURS: 8 am – 4 pm

APPLICATION DEADLINE: 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 *September 2024*

POSITION TITLE: Administrative and Public Relations Coordinator

DEPARTMENT: Park View Health Center

PAY BASIS: Hourly

PURPOSE AND SUMMARY:

Provides confidential and complex administrative support services to department management and supervisory staff inclusive of a wide array of computer-based responsibilities.

ESSENTIAL FUNCTIONS:

1. Composes correspondence, reports, 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, signage, newsletter, internet media and website.

2. Tracks changes to employee status (percentage of service). Completes required Personnel Action Forms (PAF) related to status changes, absences, and new hires.
3. Completes workplace accident and investigations, provide transcription and clerical services to support the department staff, including tracking attendance, tardies, writing up corrective actions and working with department supervisors to have these completed. Help with application management, interviewing, onboarding including initial paperwork and scheduling general orientation.

ADDITIONAL ESSENTIAL DUTIES:

1. Manages recruitment and retention of staff including hiring events at local schools and colleges and recognition program.
2. Tracking various staff certifications and training requirements such as CNA certification and renewal dates.
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. Acts as a liaison with internal departments, county departments, and with other local, state, and federal agencies, as directed.
5. Maintains complete confidentiality regarding office, employee, and resident-related information.
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. Bachelor's degree or higher from an accredited institution of higher learning, preferably in marketing or related field, such as business, public relations, office management, administration, or journalism.
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.

KNOWLEDGE, SKILLS, AND ABILITIES:

1. Ability to maintain a high level of discretion, confidentiality, and integrity.
2. Strong understanding of social media tools and optimizing exposure and engagement.
3. Strong written, verbal communication, and listening skills required.

4. Ability to establish and maintain effective working relationships, ability to act calmly in emergency situations and under pressure while able to effectively address and resolve conflict, managing stress in a professional manner.
5. Strong organization and prioritization skills required with demonstrated ability to work independently with minimal supervision, while maintaining flexibility to accommodate immediate requests, meeting deadlines, amidst frequent interruptions.
6. Ability to communicate effectively and pleasantly with internal/external customers, both in person and on the phone.
7. Attention to detail and accuracy in composing, typing, proofing, problem-solving, establishing priorities, and meeting deadlines.
8. Ability to work in a fast-paced environment with demonstrated ability to juggle multiple competing tasks and demands.
9. Ability to understand departmental operations and procedures.
10. High degree of computer literacy with proficiency in Microsoft Office applications including Outlook, Word, Excel, PowerPoint, and Canva/Publisher, as well as an understanding and proficiency working in other internal computer programs.

PHYSICAL REQUIREMENTS:

1. Ability to move freely throughout the building.
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.