



Northeast Nebraska Public Health Department

Job Description: Operations Coordinator

Position Purpose: To coordinate operational and administrative support functions for the Health Department which will assist leadership and staff to efficiently carry out the operations and mission of Northeast Nebraska Public Health Department.

Position Classification: Program Coordinator - Non-exempt, Full-Time, Regular

Immediate Supervisor: Director of Operations

Work Location: Work is generally carried out in a standard office environment with some occasional community activities possible.

Duties And Responsibilities:

As directed by supervisor:

1. Provides advanced secretarial support such as typing, data entry, copying and filing.
2. Ensures necessary filing and information systems, both manual and automated, are in place and maintained to easily retrieve needed documentation for programmatic and financial accounts.
3. Coordinates, and maintains interoffice communication, routing, and information systems and records.
4. Obtain knowledge and experience with the organizational structure, programs, operations, record keeping, and terminology of the public health department.
5. Assists with developing interoffice Standard Operating Procedures.
6. Assists with scheduling appointments, meetings, conferences to include Zoom meetings and travel plans when requested by supervisor.
7. Ensures maintenance and organization of office supplies and inventory.
8. Maintain professional, cooperative working relationships with those encountered through course of work assignments.
9. Works with the health department response team to coordinate and ensure effective and efficient pharmaceutical supply, storage, inventory, and distribution to partners.
10. Organizes programs, events, meetings, conferences, and meetings as requested by supervisor by arranging facilities and caterers, issuing information or invitations, and coordinating speakers.
11. Attendance and/or assistance at NNPHD sponsored and partner activities in the community as requested by supervisor.
12. Works with the Health Director to prepare notices, minutes, Board of Health (BOH) packets and resolutions for Northeast Nebraska Public Health Department BOH and other health department meetings.
13. Attends BOH meetings, takes notes and develops minutes within 10 workdays following the meeting.
14. Creates and maintains database and spreadsheet files for specific public health department programs and administrative functions as requested by supervisor.
15. Maintains confidentiality of all Health Department client, personnel, and program matters.
16. Ensures timely reconciliation and payment of Health Department credit card account(s) monthly.
17. Ensures communications contact directories are updated and maintained as requested.
18. Provides Human Resources functions such as new employee paperwork, renewal of benefits, etc.
19. Assists with health department payroll process.



20. Participates in public health emergency response preparedness, planning and response activities as requested by supervisor.
21. Assists staff with purchasing as requested by supervisor.
22. Works with consultants to establish computer and telephone access for new employees.
23. Works with consultants to ensure routine maintenance and functioning of telephones, computers, printers, and other office technology.
24. Works with staff and/or consultants to troubleshoot office equipment as needed.
25. Works with health department leadership for continuous quality improvement for optimal health department functioning.
26. Consistently present and on-time at work.
27. Must portray professional appearance and behaviors.
28. Capable of demonstrating good decision-making skills that are in the best interest of safety, fairness and integrity for the common good and according to NNPHD Code of Conduct and Public Health Ethics.
29. Honor NNPHD as a drug-free work environment.
30. Follow NNPHD policies and procedures; local, state and federal program rules and laws.
31. Performs other duties as assigned.

Knowledge and Skills:

- A. Experience with office practices and procedures.
- B. Excellent written and oral communication skills required.
- C. Ability to understand and carry out complex oral and written directions.
- D. Knowledge of some general budget and accounting practices and procedures.
- E. Ability to maintain filing systems.
- F. Ability to handle confidential information with discretion and in accordance with confidentiality policies and guidelines.
- G. Proficient with the computer including Internet and Microsoft Office programs Outlook, Excel and Word; experience with QuickBooks is helpful.
- H. Ability to work independently as well as in a team environment is necessary.
- I. Problem solving skills required.
- J. Organizational ability required to manage competing demands and can meet project and report completion dates.
- K. Demonstrates accuracy and thoroughness.
- L. Adapts easily to change in the work environment.
- M. Observes and follows safety procedures and precautions and uses materials and equipment properly.
- N. Education: Some college preferred; High school diploma necessary.
- O. Experience: Two years of professional office experience, including one year working in administrative functions or equivalent preferred.
- P. Valid driver's license.

Employee Acknowledgement Signature: _____

Printed Name: _____

Date: _____

NNPHD Director of Operations Signature: _____



Printed Name: _____

Date: _____