



Office Specialist 3



LINN COUNTY DEPARTMENT OF HEALTH SERVICES

Class Code: 007

AVAILABLE POSITION

**Office Specialist 3
Mental Health Program (classification 007)
Management/Exempt Full Time (37.5 hours/week) position**

ESSENTIAL FUNCTIONS:

We're seeking a proactive and detail-oriented individual to join our team as a key liaison for both internal and external stakeholders. If you're adept at maintaining confidentiality, organizing information, and ensuring smooth communication channels, this role might be perfect for you.

- Serve as the primary point of contact for both internal and external stakeholders, embodying professionalism, and discretion in all interactions.
- Utilize Microsoft Office Suite to create, edit, and format a variety of documents, presentations, and reports.
- Efficiently manage and organize electronic and physical files, guaranteeing accessibility and confidentiality.
- Draft and meticulously proofread emails, memos, reports, and other communications, ensuring accuracy and attention to detail.
- Collaborate closely with the Program Manager, keeping her well-informed of upcoming commitments and responsibilities.
- Assist in managing communication to and from the Program Manager, including coordinating calendars, emails, phone calls, virtual and in-person meetings, while maintaining proactive organization.
- Act as a gatekeeper to the Program Manager, safeguarding her time and focus to ensure smooth daily operations.
- Maintain a deep understanding of inter-team processes to facilitate appropriate communication and support as needed.
- Coordinate professional financial reporting by tracking, reconciling, and processing payment requests, credit card purchases, and reimbursement requests.
- Coordinate meetings, events, and offsites, providing logistical support and management.
- Provide project management support for complex planning and execution of Program Manager-related initiatives, including organizational roadmaps.
- Serve as a sounding board for the Program Manager's ideas, thinking critically, and consulting on strategy when appropriate, based on a profound understanding of her priorities and needs.
- Anticipate and address potential issues before they arise, proactively finding solutions to challenges.
- Handle unexpected situations with flexibility and professionalism.
- Facilitate special projects as assigned.

MINIMUM QUALIFICATIONS:

Considerable knowledge of office practices and procedures as required by the position. Ability to relieve a program manager of administrative details with minimum supervision and with only general direction. Graduation from senior high school and three years of progressively responsible secretarial experience with some exposure to supervision if required by position or any satisfactory equivalent combination of experience, education and training which demonstrates the ability to perform the work described.

SALARY, BENEFITS, COMPENSATION:

Linn County employees say their benefits play a large role in what makes the County such a great place to work. We offer competitive benefit plans.

- Medical, Dental, and Vision Benefits
 - Family plans are less than \$15 per month.
- Vacation and Floating Days
- Paid Holiday Time
 - 10.5 paid holidays
- Sick & Bereavement Time
- Employee Assistance Program (EAP)
- County Paid Life and Long-Term Disability Benefits
- Longevity Incentive
- Public Service Loan Forgiveness
- Public Employee Retirement System (PERS)
 - Fully Paid by County

We offer a Work/Life Balance with our work week is 37.5 hours. With our reduced schedule, it allows for a healthier work life balance.

For a full list of our benefits, please visit our Benefits webpage: [Benefit Summary](#)

SALARY RANGE	\$3,681 - \$4,612 Monthly
CLOSING DATE:	Until Filled
HOW TO APPLY:	www.linncountyhealth.org

AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER

A copy of the Job Classification for this position as well as the Employment application may be obtained from the Linn County Board of Commissioner's Office, Room 201, Linn County Courthouse, PO Box 100, Albany, OR 97321; at the Oregon Employment Division Office in Albany, or online at <http://www.co.linn.or.us>.