

SUBJECT: Administrative Assistant/Environmental Health & Zoning Assistant Job Description	REFERENCE
DEPARTMENT: Cedar County Environmental Health & Zoning FLSA: Non-Exempt	PAGE: 1 OF: 5
APPROVED BY: Cedar County Board of Health	EFFECTIVE: PAY BAND: 11

PURPOSE OF POSITION:

Under general supervision, performs and/or oversees a variety of associated administrative, fiscal, staff support, planning and field inspection activities, some of which require advanced or specialized knowledge and skills, such as assisting in budget administration and control, equipment, facilities, specialized recordkeeping and database management, and/or specified information-gathering projects and tasks. Trains staff as necessary. Exercises independent judgment in resolution of administrative problems, and assists the Director as needed.

DUTIES AND RESPONSIBILITIES:

- Perform a range of diverse administrative activities for the department.
- Coordinate the Iowa Department of Public Health Grant To Counties (G.T.C.) private water well testing, well rehabilitation and well plugging program.
- Utilize knowledge and understanding of underlying operational issues to create, compose, and edit technical and/or administrative correspondence and documentation.
- Assist with administrative problem solving, program/project planning, development, and execution of stated goals and objectives.
- Research information, compiles statistics, and gathers and computes various data; prepares special and/or one-time reports, summaries, or replies to inquiries, selecting relevant data from a variety of sources.
- Monitor, reconcile, and assist with fiscal administration for the office, including but not limited to budgets, funding, grants, contracts, payroll, employment, travel, and/or purchasing; may assist with fiscal planning, including participating in seeking alternate sources of funding. This also includes preparation of fiscal monthly and quarterly reports and maintaining monthly logs of receipts and disbursements.
- Provide support activities for the office such as answering telephones, assisting and resolving problems and inquiries of visitors, and follow-up on operational commitments.
- Provide administrative assistance with faculty and/or staff searches, as appropriate, to include logging employment applications; preparing applicant acknowledgements and interview documents, coordinating interview logistics, and coordinating search documentation as necessary in the absence of the director.
- Establish, update, and maintain office files, inventories, and records; implement and maintain data management systems, as required.

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- Set up an accurate and neat filing system, and recommend improvements to the system.
- Provide administrative assistance with marketing and advertising.
- Respond to the direction of the director or health officer in the event of an emergency.
- Perform miscellaneous job-related duties as assigned.
- Answer and direct calls from the public and various agencies.
- Process all incoming mail; opens, sorts, and date-stamps and distributes.
- Provide information to general public, upon inquiry about agency service and related fields. Relay any specific questions to appropriate person.
- Review all bills for accuracy and match it to purchase order.
- Prepare claims for all bills and send to Auditor's Office and related reports.
- Deposit funds to the County Treasurer.
- Maintain current employee vehicle insurance records in accordance for county policy.
- Attend meetings pertaining to job and assist the director at all public hearings pertaining to this department. This includes taking minutes and transcription for the Planning and Zoning Commission and Board of Adjustment.
- Enhance professional growth and development through participation in educational programs, current literature, in-service meetings, and workshops as required by the Iowa Department of Public Health (I.D.P.H.) and the Iowa Environmental Health Association (I.E.H.A.) totaling a minimum of 12 continuing education units (C.E.U.) per calendar year.
- Perform public and quasi-public swimming pool and spa inspections in accordance with IAC [641], Chapter 15.1. Document specific factual observations of violative conditions or other deviations from the Swimming Pool and Spa Rules that require corrective action by the Permit Holder; prepare and provide a hard copy written inspection report during the inspection specifying corrective action and time frame for correction of code violation(s).
- Perform tanning salon inspections, and proctor the I.D.P.H. tanning salon owner/operator exam in accordance with IAC [641], Chapter 46.1. Document specific factual observations of violative or other deviations from the Tanning Facility regulations that require corrective action by the Permit Holder; prepare and provide a hard copy written inspection report, and

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inspection billing statement, specifying corrective action and time frame for correction of the violation(s).

- Perform tattoo establishment inspections in accordance with IAC [641], Chapter 22.1. Document specific factual observations of violative conditions or other deviations from the Practice of Tattooing regulations that require corrective action by the Permit Holder; prepare and provide a hard copy written inspection report, and inspection billing statement, specifying corrective action and time frame for correction of code violation(s).
- Review and issue permit(s) for compliant applications for the installation and construction of Nonpublic Water Supply Wells in accordance with County Ordinances #14 and #27. Inspect the installation and grouting procedure used to seal the annular space between the well casing and the borehole. Prepare written report and as-built diagram and site plan of the well site of the inspected well. Prepare documents of variance requests for review by the Director and Board of Health. Perform water well assessment(s) and collection of well water samples as part of the well permit program and the G.T.C. program.
- Review and issue permit(s) for compliant applications for the installation and construction of Private Sewage Disposal Systems in accordance with County Ordinance # 28. Inspect the installation and construction of on-site wastewater treatment and disposal systems for compliance with County and State (IAC 567-69.1) regulations. Prepare a written report, including system type, and as-built diagram and site plan of the inspected on-site wastewater treatment and disposal system. Prepare documents of variance requests for review and approval by the Director and Board of Health. Prepare NPDES General Permit No. 4 applications for review by the Director.
- Assists the Director in responding to and/or investigating written or verbal reports and complaints from the public or other agencies alleging violations of public health or environmental regulations such as nuisances, open dumping or burning, rodent or insect harborage etc.
- Reviews various reports and permit applications submitted by department personnel, other private and governmental entities to ensure compliance with applicable regulations.

MINIMUM JOB REQUIREMENTS:

- High school graduate, business college or business courses.
- Excellent and accurate typist.

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- Neat and well groomed
- Ability to follow instructions from many supervisors
- Willingness to work overtime when required
- Ability to maintain one's composure, especially when working under pressure
- Ability to establish priorities and accomplish all tasks expediently

CERTIFICATES, LICENSES, REGISTRATION

A valid Iowa Driver's license, Certified Pool Operator

KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED:

- Ability to create, compose, and edit written materials.
- Skill in organizing resources and establishing priorities.
- Knowledge of the agency's policies and procedures
- Knowledge of geographic area served by the agency.
- Ability to communicate effectively, both orally and in writing.
- Demonstrated ability to maintain confidentiality.
- Ability to gather data, compile information, and prepare reports.
- Skill in the use of personal computers and related software applications.
- Ability to make administrative/procedural decisions and judgments.
- Knowledge of computerized information systems used in financial and/or accounting applications.
- Ability to analyze and solve problems.
- Knowledge of general accounting principles.
- Database management skills.
- Records maintenance skills.

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ENVIRONMENTAL ADAPTABILITY

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel; talk or hear; and climb and balance. The employee frequently is required to reach with hands and arms. The employee is occasionally required to stand; walk; stoop, kneel, crouch, crawl; taste and smell. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, and depth perception.

ACKNOWLEDGEMENT

I have carefully read and understand the contents of this job description. I understand the responsibilities, requirements and duties expected of me. I understand that this is not necessarily an exhaustive list of responsibilities, skills, duties, requirements, efforts or working conditions associated with the job. While this list is intended to be an accurate reflection of the current job, the Employer reserves the right to revise the functions and duties of the job or to require that additional or different tasks be performed as directed by the Employer. I understand that I may be required to work overtime, different shifts or hours outside the normally defined workday or workweek. I also understand that this job description does not constitute a contract of employment nor alter my status as an at-will employee. I have the right to terminate my employment at anytime and for any reason, and the Employer has a similar right.

Employee's Signature Date Department Head Date

Cedar County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages prospective employees and incumbents to discuss potential accommodations with the Employer.