

## **PUBLIC HEALTH PROJECTS ASSISTANT**

**DISTINGUISHING FEATURES OF THE CLASS:** This is primarily coordinating and technical work involving responsibility for a variety of administrative support activities in the Department of Health. The work mostly involves the purchase of specialized products, supplies (e.g. vaccines, pesticides, emergency services items) and equipment, implementing maintenance and equipment repair requests at offsite clinic locations and providing input into the preparation of grant budgets. The work is performed under the supervision of the Director of Fiscal Operations. Work guidance (e.g. lead work) may be provided to others. Does related work as required.

### **TYPICAL WORK ACTIVITIES:**

Consults with department staff in order to obtain detailed information on specialized product needs;  
Researches vendors to determine where to purchase unique or specialized products (e.g. pesticides, vaccines, emergency supplies);  
Negotiates prices and obtains competitive quotes;  
Establishes ongoing relationships with vendors;  
Coordinates purchase of equipment and supplies for offsite clinics;  
Facilitates delivery of orders by letter or telephone;  
Checks deliveries for accuracy;  
Contacts vendors regarding shortages, overcharges, breakages, credits, etc.;  
Acts as liaison with the County Purchasing department to expedite specialized orders;  
Implements requests for maintenance and cleaning of offsite clinics;  
Maintains a detailed inventory and location of department fixed assets,  
Assists in grant budget development by providing prices for products required under the grant program;  
Monitors inventory of products purchased for grant programs to assure adequate supplies for the life of the grants;  
Coordinates the disposal of medical waste;  
Coordinates staff development activities with respect to State-mandated training requirements for certain staff members;  
Prepares reports for management, as appropriate;  
Uses computer applications or other automated systems such as spreadsheets, word processing, and/or database software in performing work assignments;  
Participates in special projects, as assigned;  
May represent an administrator at a variety of meetings;  
May provide work direction and coordinate the activities of staff who provide support for the completion of special projects.

### **FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Good knowledge of office practices, procedures and equipment; good knowledge of basic purchasing practices; ability to understand and interpret written material; ability to communicate effectively, both orally and in writing; ability to use computer applications appropriate to the support of administrative functions\*; ability to interact with vendors and negotiate price; ability to establish and maintain successful relations with others.

(over)

**MINIMUM QUALIFICATIONS:**

1. Graduation from high school or possession of an equivalency diploma and five (5) years of technical (i.e. not clerical level), professional, supervisory or managerial experience in purchasing (e.g. analyzing bids, obtaining quotes, negotiating prices, developing complicated specifications for supplies and equipment, etc.); or
2. Graduation from high school or possession of an equivalency diploma and seven (7) years of responsible clerical experience\*\* in support of a purchasing function (e.g. requisitioning or ordering items, preparing and/or processing purchase orders), at least one (1) year of which must have been in a supervisory capacity.

\*To be demonstrated during the probationary period.

\*\*Responsible clerical experience shall be defined as clerical work that consists of moderately complex clerical duties (e.g., developing filing systems rather than simply maintaining file systems). The work generally involves limited independent decision-making (e.g., selects appropriate steps and procedures based upon pre-established guidelines) and some judgment (e.g., uses limited judgment identifying and selecting the most appropriate guideline of procedure to use for a task). The work may also include answering moderately difficult questions related to clerical processes and the general "mission" of procedures of a small office, the exchange of moderately difficult information, basic account-keeping duties and basic receptionist responsibilities.

**NOTE:** An Associate's degree or higher in Business Administration, or comparable curriculum, may be substituted for two (2) years of the required experience.