Position Title: Office Manager/Chief Deputy Registrar
Date: updated September 2004

Reports to: Director
Department: Health & Community Services

FLSA Status: Exempt
Positions Supervised: Department Assistants II (3)

BASIC FUNCTION: Responsible for the management of administrative operations of organization. Full responsibility as Chief Deputy Registrar and Data Steward for the County’s Vital Records Program. Supervises Departmental Assistant staff who provide Public Health, Human Services and Senior Services support activities for the department. Responsible for acting for the Director as authorized. Exercises independent judgment and discretion in solving problems encountered by office or other personnel. Work is performed under general supervision, with only unusual or sensitive problems being referred to the Health and Community Services Director of Health Officer for concurrence or resolution. Work is reviewed through consultation, observation and on the basis of results achieved for quality, accuracy, and the accomplishment of goals.

MINIMUM QUALIFICATIONS: Associates degree in business administration or related field, plus 3-4 years of progressively responsible secretarial or general office work experience, at least one of which is at a supervisory/administrative level or any combination of training and experience that provides the knowledge and abilities to perform the essential job functions.

PRINCIPAL DUTIES - Asterisk designates essential function:
*1. Supervises three office support personnel. Recruits, trains, disciplines and conducts performance evaluations. Schedules work, determines priorities and oversees the general accomplishments of work.
*2. Manages accounts payable and accounts receivable. Provides fiscal accountability to a variety of government grants sources as well as the County Auditor, assists in the annual budget preparation for the department.
*3. Computes payroll and maintains personnel records for department staff.
*4. Complies data for monthly or quarterly grant billing and reporting. Initiates contact with outside agencies to provide monthly and quarterly reports, including the Washington State Department of Ecology, DSHS, the Department of Health and Snohomish County, using word processing software and electronic spreadsheet programs.
*5. Maintains, as Chief Deputy Registrar and Data Steward to the County Vital Records Unit, records for county birth, deaths, re-registration or corrections of certain records, certification of copies and transmittal of records to State Vital Records Unit. Consults with the County Coroner, funeral homes, and the sheriff’s department about death certificates. Represents San Juan County at monthly regional vital records meetings and semi-annual statewide vital records meetings. Represents the Health &
Position Title: Office Manager

Community Services Department at other county and regional meetings. Coordinates movement of the deceased. Communicates daily with the public regarding vital statistics. Communicates state requirements regarding disposition of remains to families in sensitive situations. Consults with Cemetery Board and provides citizens with proper procedural guidelines for movement of remains. Issues transit permits for remains.

*6. Provides technical support services for department programs, such as assistance with health screening clinics, AIDS education, providing information on legal requirements in water, sewer, and food programs, or determining the financial eligibility and authorizing services for children with special health care needs. Order vaccines from other County Health Departments, research and purchase equipment from vendors. Tests and licenses septic designers, installers and pumpers.


*8. Obtains and complies information needed for administrative use and report preparation with general direction regarding purpose for the information requested.

*9. Acts within the scope of his or her responsibilities, working as a public employee and municipal officer with courtesy and professionalism, and adhering to the highest standard of ethics in accordance with RCW 42.52.

The duties listed above are intended only as general illustrations of the various types of work that may be performed. Specific statements of duties not included does not exclude them from the position if the work is similar, related, or a logical assignment to the position. Job descriptions are subject to change by the County as the needs of the County and requirements of the job change. Weekly hours may vary based on job requirements.

PHYSICAL AND MENTAL REQUIREMENTS: Requires frequent sitting, standing and walking. This position frequently requires continuous hand and finger movement. This position requires visual acuity at 20 inches or less, and frequent hearing acuity for speech discrimination. The employee must be able to talk and to receive and understand written and oral communication and give written and oral instruction. The position requires the ability to calculate mathematical equations/fractions. Requires minimal bending or lifting.

EQUIPMENT REQUIREMENTS:

<table>
<thead>
<tr>
<th>Equipment/Tool</th>
<th>No. of Hours</th>
<th>Frequency of use</th>
</tr>
</thead>
<tbody>
<tr>
<td>Adding Machine</td>
<td>up to 1</td>
<td>x</td>
</tr>
<tr>
<td>Vehicle</td>
<td>1</td>
<td>x</td>
</tr>
<tr>
<td>Telephone</td>
<td>1-2</td>
<td>x</td>
</tr>
<tr>
<td>Copy machine</td>
<td>2-3</td>
<td>x</td>
</tr>
<tr>
<td>Fax</td>
<td>.5</td>
<td>x</td>
</tr>
<tr>
<td>Computer</td>
<td>4-6</td>
<td>x</td>
</tr>
</tbody>
</table>

WORKING CONDITIONS: Work is performed in an office environment with occasional visits to programs within the county and attendance at regional or statewide meetings and training events.