# United States Virgin Islands Department of Health

# Public Health Laboratory Position Description

**POSITION TITLE:** **Administrative Assistant – Leptospirosis, Melioidosis and Other Bacterial Infections**

**STATUS: Full-time, Exempt**

**LOCATION: St. Croix, United States Virgin Islands**

**APPROVED BY: United States Virgin Islands Department of Health, US Centers for Disease Control and Prevention (CDC), Association of Public Health Laboratories (APHL)**

**APPROVAL DATE: 12/15/2018**

**POSITION SUMMARY:**

The United States Virgin Islands Department of Health is seeking an administrative assistant with experience in coordinating office services. The potential candidate will be responsible for tasks such as producing budgetary requests, records control, developing and maintain manuals, policies, procurement, amending reporting procedures, and providing general administrative support for the Department of Health Public Health Laboratory.

**RESPONSIBILITIES INCLUDE BUT ARE NOT LIMITED TO:**

* Supervise the work of subordinate personnel; assign and review work for accuracy and completeness.
* Serve as an integral member of the office management team to provide substantive technical administrative advice in decisions affecting activities supporting program efforts.
* Identify, analyze and develop administrative policies and procedures for effective administrative operation; prepare work plans and schedules, and interpret regulations and policies.
* Study department operational methods and make recommendations to section head/supervisor in order to improve work-flow, simplify reporting procedures or implement cost reduction.
* Conduct studies and collect information on administrative problems; analyze findings; make reports of practice solutions.
* Collect, analyze and compare data and trends; prepare reports including observations, conclusions and recommendations.
* Review and answer correspondence relating to agency operations.
* Coordinate collection and preparation of operating reports such as time and attendance records, budgetary expenditures and other statistical data. Compile data for and prepare periodic and special reports.
* Perform other related duties as required.

**OVERALL QUALIFICATIONS:**

This position requires a responsive, committed individual whorecognizes the impact of the work of the organization as a whole.

The requirements listed below are representative of the knowledge, skill and/or ability required for successful performance. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

##### Qualifications:

**Education/Experience:**

* Bachelor’s degree from a four-year college or university with major course work in political science, public or business administration or a related field and four years managerial experience dealing with personnel, procurement and budgetary matters

OR

* At least eight years’ experience in public or business administration, personnel, budgeting or procurement that included at least one year of experience as an Administrative Officer III or a related capacity.

**Knowledge of:**

* Knowledge of the principles and practices of public or business administration.
* Knowledge of modern office procedures, practices and equipment.
* Knowledge of research techniques and report writing.
* Knowledge of the principles of supervision and the ability to supervise the work of others.
* Knowledge of the principles of accounting, personnel and business administration, purchasing and budget preparation.

**Skills:**

* Skill in the operation of computer hardware and software.

**Abilities:**

* Ability to exercise resourcefulness in meeting new problems.
* Ability to prepare accurate, clear, complete and concise reports.
* Ability to analyze, interpret and report research findings.
* Ability to initiate and install administrative procedures and evaluate their effectiveness.
* Ability to interpret properly and to make decisions in accordance with laws, regulations and policies.

**Physical Demands:**

The physical demands described here are representative of those that must be met by a colleague 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 colleague is required to sit for long periods at a time; type using a computer keyboard; visually read information off of a computer monitor; talk, hear, and orally communicate information over the telephone. Specific vision abilities required by the job include close vision and color vision and the ability to adjust focus.

**Work Environment:**

Work environment characteristics 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 could be exposed to outdoor weather conditions prevalent at the time.  The noise level in the work environment may vary from light to moderate depending on the location.

**CRITERIA FOR PERFORMANCE EVALUATION:**

Performance evaluation will be based on meeting the criteria outlined herein.

**POSITION REPORTS TO:**

Supervisor information will be provided at the time of hire.

**POSITION DESCRIPTION STATUS:**

The duties and responsibilities listed in this job description are illustrative ones anticipated for this position. Other duties and responsibilities may be assigned as required. The US Virgin Islands Department of Health reserves the right to amend or change this job description to meet the needs of its programs. This job description and any attachments do not constitute or represent a contract.

This position is funded under a cooperative agreement between the Association of Public Health Laboratories (APHL) and the US Centers for Disease Control and Prevention (CDC) and will end by August 2020. The employee will work for the US Virgin Islands Department of Health under a contract with ExecuSource, LLC.

All qualified applicants will receive consideration for employment without regard to race, color, religion, creed, sex, national origin, ancestry, citizenship status, sexual orientation, gender identity, marital status, veteran status, disability, age, genetic information or any other characteristic protected by applicable law.

**Interested applicants should send their résumé or curriculum vitae to Hiring Manager at** [**emergency.preparedness@aphl.org**](mailto:emergency.preparedness@aphl.org) **with the position title in the email subject line.**