



COLUMBIA COUNTY, OREGON
JOB TITLE: OFFICE COORDINATOR
DATE: MARCH 1, 2026

EXEMPT (Y/N):	No	CLASSIFICATION:	CSC
DEPARTMENT:	Public Health	JOB CODE:	012
SUPERVISOR:	Director, Public Health	SALARY RANGE:	26
UNION (Y/N):	Yes	LOCAL:	AFSCME 1442

GENERAL STATEMENT OF DUTIES: Perform administrative duties to support the Columbia County Public Health department.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other related duties may be assigned.

Prepare various financial reports on a quarterly and annual basis, including statistical figures for budget preparation and grant reporting to state agencies. Attend meetings related to budgets and expenditures for local public health grants.

Prepare invoices for reimbursement and pay invoices received. Post and balance cash receipts to journals. Maintain various accounts for the department. Perform cash handling duties in accordance with the county's cash handling standards.

Assist the Director in preparation of the annual department budget. Monitor fiscal operations of the department and report to the Director with recommendations to remain within budgetary constraints. Assist in the preparation of annual estimated personnel, supplies, and equipment needs/costs.

Process license and permit applications and monitor the review process. Review applications for completion and accuracy. Collect appropriate fees and issue receipts. Notify applicants regarding action taken on their application. Serve as clerk for Environmental Public Health, including food, pool and lodging licensing, and drinking water systems. Prepare files for Environmental Health Specialists and keep records of permits and licensed facilities. Issue various licenses obtainable through the Public Health Department.

Assist Director in planning and coordinating office operations and other special projects.

Oversee operations of all office functions and make suggestions for improvement to the Director. Coordinate daily office functions with other staff, delegating as appropriate.

Assist in development and implementation of policies and procedures affecting departmental operations and maintenance.

Perform a wide variety of administrative support duties for the Director and Assistant Director. Receive, process, and secure confidential health documents.

Attend various meetings and trainings as requested to include state and local finance meetings. Prepare, publish, and post public notices.

Answer telephones, greet customers, and direct inquiries to the appropriate area. Assist in maintaining the department website and social media with notices, events, and important information. Post content to the department's webpage and social media accounts. Respond to inquiries from the general public, other departments and agencies, and licensed facilities.



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Research and locate documents for the public and/or assist the public in locating and researching records. Make copies as requested.

Order supplies and equipment and maintain accurate records of inventory.

Coordinate scheduling and maintain accurate time records for temporary employee and volunteer personnel. Prepare necessary payroll records for transmittal.

Maintain required training records for department staff and volunteers.

Serve as liaison to various county offices and departments such as Information Technology, Human Resources, Land Development Services, the Board of County Commissioners' Office and Finance.

Assist other departmental personnel in the performance of their duties as workload and/or staffing requirements dictate.

Maintain a high level of confidentiality in regard to issues encountered.

In the event of a declared emergency by the Board of County Commissioners, the position is subject to a temporary emergency assignment according to the Emergency Management Plan, for which prior preparation or cross-training may occur. Position will return to the regular assignment upon vacation of the declaration of emergency.

Follow all safety rules and procedures established for work areas. Comply with all relevant county policies and procedures.

Maintaining regular attendance during the assigned work schedule is an essential requirement of this position. The ability to serve and meet in person with members of the general public, co-workers, and others is required.

SUPERVISORY RESPONSIBILITIES: Supervision of employees is not a responsibility assigned to this position. This position may nominally supervise or assist other employees in training or volunteers.

SUPERVISION RECEIVED: Work is performed under the general direction of the Public Health Director who provides policy, procedure, and administrative direction and reviews performance.

QUALIFICATION REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The competencies below represent the required knowledge, skills, and/or abilities. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

EDUCATION and/or EXPERIENCE: Equivalent to a four-year degree. Three years' of increasingly responsible experience in an office environment including experience in finance, bookkeeping or accounting. One year of experience with grant reporting. Any satisfactory combination of experience and training, which demonstrates the required knowledge, skills, and abilities may be substituted for the above requirements.

DESIRABLE QUALIFICATIONS: Previous experience in public health preferred. Prior experience with budgets for grant programs and coordinating community health events preferred. Team player willing to work collaboratively toward shared goals and be open to diverse ideas and perspectives. Receive constructive feedback in a positive manner.



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CERTIFICATES, LICENSES, REGISTRATIONS: Must possess a valid driver's license and be insurable under the county's liability policy.

KNOWLEDGE, SKILL, AND ABILITY: Knowledge of office practices and procedures; business English, grammar and spelling; arithmetic; record keeping procedures; bookkeeping and accounting principles and practices. Knowledge of administrative principles associated with budgeting, program planning, project management, and contract management.

Skill in business software, e-Procurement software, financial software and Microsoft Office products. Attention to detail is a must.

Ability to:

- Organize, prioritize, and produce an accurate work product and meet deadlines.
- Express ideas effectively, both verbally and in writing. Use sound judgment.
- Adapt to change or new situations and openly acknowledge and work through conflict. Accept responsibility and be able to work well with ambiguity.
- Work independently and as part of a team.
- Act in such a manner as to maintain the confidentiality of the records and issues and other matters that may be encountered.
- Develop and maintain harmonious and effective working relationships with employees, other agencies, county officials, and the general public.
- Apply understanding and knowledge of cultural differences and similarities when working with diverse populations.
- Work in an environment with individuals who may have diverging opinions or viewpoints.
- Enforce all laws, regulations, ordinances, and standards consistently to ensure compliance and to protect the public's health and safety.
- Multi-task, prioritize, and accomplish quickly and efficiently a large number of diverse tasks.
- Process financial data with consistent accuracy.
- Meet requests for information and task completion from a diverse clientele in a timely manner.
- Act effectively and decisively in emergency situations.

SPECIAL NECESSARY QUALIFICATIONS: Must be able to pass a pre-employment background screening.

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

Minimal, involving the movement of files, books, boxes, equipment, etc., seldom exceeding 20 pounds.

WORK ENVIRONMENT: 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 essential functions.

General office environment. May require traveling throughout the county, state and region for attendance at meetings and/or other events.



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To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

*Columbia County has the right to revise this job description at any time.
This description does not represent in any way a contract of employment.*