

Harrison County Home & Public Health

Help Wanted:

Administrative Information Specialist

Harrison County Home & Public Health Department (HCHPH) is seeking an **Administrative Information Specialist**. This individual performs administrative support, office maintenance and public information/public relations duties in support of the department's home and public health programs and administration; provides a welcoming environment through professional and courteous reception, telephone, email, social media and interpersonal communication; and serves as liaison to the department's information technology vendor. This is a full-time position with occasional evening and weekend hours and travel associated with community, healthcare partner and departmental marketing/public relations events, meetings, or conferences. This position reports to the HCHPH Administrator.

Qualifications: Degree in journalism, public relations, communicative arts or public health or social/behavioral science with an emphasis in public communication, or equivalent combination of education and experience, substituting one year of full-time employment in developing and disseminating materials used to educate the public through a variety of media channels. One year of full-time clerical/secretarial/assistant administrative support work involving use of personal computers, spreadsheet, database and website software; graphics and audiovisual equipment; and general office equipment such as photocopier, scanner, fax and calculator, preferably in relation to client/patient records and billing, payroll, purchase orders, and travel expenses.

Harrison County offers excellent benefits, including Iowa Public Employees Retirement (IPERS). Please send resume to Kristi Rife, Harrison County Home and Public Health, 116 N 2nd Avenue, Logan, IA 51546. If you have questions, call 712-644-2220. The position will remain open until filled.

**Please send resumes to: Harrison County Home & Public Health
c/o Kristi Rife • 116 N. Second Ave. • Logan, IA 51546.**