

REDBUD HEALTH CARE PROCEDURE

Title: Administrative Manager

1.0 Purpose

To define the duties, responsibilities, education and experience requirements, salary and benefits for the Redbud Health Care District Administrative Manager position. The Administrative Manager serves at the will of the Board of Directors and is a salaried position.

2.0 Duties and Responsibilities

- 2.1** Perform the day-to-day management of the Redbud Health Care District office, including, but not limited to, (1) receiving, reviewing, responding to, as necessary, and filing correspondence, (2) preparing and sending correspondence at the direction of Board members, (3) procurement of operating supplies, equipment and furniture necessary for efficient operation of the District office, (4) maintaining District documents and files, (5) assisting the Accountant/Accounting Firm in preparing and maintaining District financial documents, (6) preparing and sending checks relating to District business, and (7) keeping Board members informed of District business and assisting them, as necessary.
- 2.2** Prepare and distribute regular and special meeting notices as directed by the Board President.
- 2.3** Prepare and distribute regular and special meeting documentation packages as Directed by the Board President.
- 2.4** Record the minutes at regular and special meetings. Including closed sessions per Resolution #284 which was passed August 22, 1995. Also formalize the minutes for review and approval by the Board Secretary.
- 2.5** Perform other responsibilities and duties which would result in more efficient Operation of the District office, or, as directed by the Board.

3.0 Education and Experience

3.1 Minimum AA/AS degree in office and/or business management. However, this requirement can be met with equivalent experience as determined by the Board.

3.2 Minimum five (5) years experience in the operation and management of a business office.

3.3 Basic knowledge of business accounting and financial practices.

4.0 Salary and Benefits

4.1 Salary and benefits will be determined by the Board on a case-to-case basis, depending upon the work schedule and education and experience of the individual.

Approved by _____
President, Board of Directors

Date _____