



SAN JUAN COUNTY PUBLIC HOSPITAL DISTRICT #2
dba Lopez Island Hospital District
Lopez Island Hospital District

Job Title:	Administrative Assistant	Job Category:	Part-time, Negotiable Remote or In-Office
Benefits	N/A	Hire Date:	TBD
Location:	Lopez Island, WA Resident Preferred	Travel Required:	Local: Occasional Region: Occasional National: Rare
Pay Range:	\$30-\$35 per Hour Depending on Experience	Scale:	Hourly
Application Due	Posting will remain open until filled. Please submit your resume and cover letter to Edee Scriven at superintendent@lopezislandhd.org.		
Reporting: SJCPHD #2 Superintendent and Board of Commissioners			
Job Description: The Administrative Assistant works closely with the Superintendent to support the operations of Lopez Island Hospital District and serve as a liaison between health care stakeholders on Lopez Island and within San Juan County. Specific duties will vary depending on District needs.			
QUALIFICATIONS: 1. Bachelor’s Degree or Equivalent Experience 2. Proficiency in Microsoft Office software and remote conferencing software 3. Preferred experience with healthcare related services and/or with public agencies 4. Demonstrated ability to work both collaboratively and independently			
KNOWLEDGE, SKILLS, AND ABILITIES: 1. Friendly, approachable attitude with strong interpersonal skills for engaging with the public, community partners, and the Board. 2. Ability to communicate clearly and effectively, both verbally and in writing. 3. <u>Ability to work both independently and as part of a team.</u> 4. <u>Strong work ethic and commitment to community service.</u> 5. <u>Excellent time management and self-motivation.</u> 6. <u>Knowledge of, or willingness to learn, Washington State laws related to the Open Public Meetings Act, Public Records Act, and records management.</u> 7. <u>Willingness to learn aspects of the Superintendent’s role and serve as backup when needed.</u>			

PERFORMANCE RESPONSIBILITIES:

1. Work collaboratively with the Superintendent and Board of Commissioners, assisting the Superintendent with the management of operations of the District, and attending meetings as needed.
2. Carry out communication and scheduling tasks, ensuring timely organization of meetings, correspondence, and information sharing among staff, Board members, and community partners.
3. Prepare meeting materials, post notices, maintain the meeting calendar, record minutes, and ensure accurate documentation and retention of all official Board actions in compliance with District policy.
4. Assist the Superintendent with Payroll and Accounts Payable by preparing and processing payment documentation, verifying invoices, making deposits, and ensuring accuracy and timeliness of payments.
5. Oversee records retention, archiving, and purging according to the Public Hospital District (PHD) schedule.
6. Manage document repositories in SharePoint and OneDrive.
7. Create, post, and update items on the LIHD Website and Facebook page, as well as post notices in various social media outlets that are frequented by the community.
8. Stay informed about healthcare developments that affect the District.
9. Perform additional duties as assigned by the Superintendent or Board.

The listed responsibilities are illustrative and are not intended to describe every function that may be performed by this position. The omission of specific statements does not preclude the Board or Superintendent from assigning specific duties not listed if such duties are a logical assignment to the position or specific project.

PAY RANGE AND TERMS OF EMPLOYMENT:

This is a part-time position, averaging approximately 8–10 hours per week, with potential for more or fewer hours. A flexible work schedule is available in coordination with the Superintendent. Some training may be conducted in person at the District office in the Lopez Village. Compensation will be provided in accordance with the District's Personnel Policy and the terms outlined in this job posting.

EVALUATION:

This position includes a one-month trial period to assess performance and suitability for the role. Continued employment after this period will depend on satisfactory performance during the trial. There will be a Performance Evaluation at the three and six-month mark. Following successful completion of those two evaluations, the formal review process will happen annually, in the summer months, with any salary adjustment approved by the Board and effective at the one-year mark of employment.

For more information about the District go to [Lopez Island Hospital District](#)