INDIAN RIVER STATE COLLEGE
POSITION DESCRIPTION

POSITION TITLE: Administrative Manager

LOCATION: IRSC Main Campus, Ft. Pierce, Office of the Medical Examiner-Dist. 19

SUPERVISOR: Roger E. Mittleman, M.D., Chief Medical Examiner

Vice President: Alan P. Roberts, Ed.D., Vice President of Applied Science & Technology

CLASSIFICATION: Full-Time Support

SUPERVISORY: Yes

FLSA STATUS: Exempt

CLASS: MEDSPC

FUNDING: VI

QUALIFICATIONS, KNOWLEDGE AND SKILL REQUIREMENTS:

The qualifications and skill requirements for this position include:
- A Bachelor of Business Administration degree;
- Proven work experience in all areas of office administration;
- Proven leadership/supervisory capabilities;
- Exceptional organizational skills;
- Excellent written and oral communication skills;
- Ability to maintain strict accuracy and be detail oriented;
- Ability to work independently with minimal supervision and be self-motivated;
- Proven knowledge of Microsoft Office and Windows based computer applications to include particular emphasis on data collection;
- Ability to interact diplomatically with the public, and support staff in a professional, diplomatic, timely, and confidential manner.

ESSENTIAL JOB FUNCTIONS AND RESPONSIBILITIES:

The essential job functions and responsibilities for this position include, but are not limited to:

1. Supervise all Medical Examiner Office Staff – with the exception of the Associate Medical Examiner

2. Oversee quality control

3. Oversee building and all administration and morgue equipment

4. Develop and monitor budget

5. Liaison between law enforcement, funeral homes, and other related agencies

6. Assist grieving families in understanding the role of the Medical Examiner’s Office

7. When necessary assist forensic technicians, take death investigation calls and go to death scenes

8. Process and monitor health insurance for office staff

9. Schedule interviews, hire, and process all paperwork for new employees
SPECIFIC DUTIES AND RESPONSIBILITIES:

<table>
<thead>
<tr>
<th>The specific duties and responsibilities for this position include, but are not limited to:</th>
<th>Approx. % of Time</th>
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<tr>
<td>1. Direct supervisor of morgue technicians, investigators, medical records clerks including review of all work products.</td>
<td>65%</td>
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<td>2. Make sure equipment is available for efficient operations and troubleshoot any broken morgue and/or office equipment.</td>
<td>5%</td>
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<td>3. Monitor outgoing and incoming histology and toxicology, and stored specimens.</td>
<td>5%</td>
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<td>4. During busy times and/or staff shortages assist with autopsies, take death calls, and go to scenes.</td>
<td>5%</td>
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<td>5. Prepare budget to include operation of building, morgue and office supplies, transport expenses, etc. Monitor budget to insure operating within the budget.</td>
<td>8%</td>
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<td>6. Communicate with related agencies to assist with the smooth coordination of operations.</td>
<td>6%</td>
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<td>7. Talk with grieving families, answer questions, give support, make appropriate referrals, etc.</td>
<td>4%</td>
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<td>8. Perform other duties and responsibilities as assigned.</td>
<td>2%</td>
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ESSENTIAL PHYSICAL SKILLS:

This position requires an ability to sit, stand, walk, bend, lift, reach up, stoop, and carry items occasionally in excess of twenty-five (25) pounds. It also requires manual dexterity to operate standard office machines, such as, copier, fax, calculator, telephone, and other equipment as necessary. IRSC expects its employees to follow proper safety standards with the College.

This description is intended to indicate typical kinds of tasks and levels of work difficulty that will be required of positions given this title and shall not be construed as declaring every specific duty and responsibility of the particular position. This position description is not intended to be a contract for employment, and the employer reserves the right to make any necessary revisions to the job description at any time without notice.

Please sign and date this document. This fully executed job description becomes evidence of sufficient job requirement disclosure and acceptance and is incorporated into permanent record. A copy of an executed job description must accompany any single position application notice and/or set of application materials.

Applicant/Employee Printed Name: ________________________
Applicant/Employee Signature: ________________________
Date: ________________________