

EL DORADO COUNTY COMMUNITY HEALTH CENTER

JOB DESCRIPTION

JOB TITLE: Executive Assistant

REPORT TO: Chief Executive Officer /CEO

DIRECT REPORTS: None

JOB SUMMARY: Reporting to the CEO, provide administrative support to the CEO, C-Suite, Center Directors and the Board of Directors. Provide a high level of skilled administrative duties in support of the CEO and Leadership including developing and processing correspondence/materials, maintaining calendars, scheduling events and meetings, developing/maintaining filing systems, with the ability to manage multiple projects simultaneously, and respond to requests from outside entities and partners. Responsible to effectively function within a confidential environment and exercise good judgement when dealing with sensitive matters.

JOB DUTIES AND RESPONSIBILITIES

Administrative

1. Attend and record minutes at Board, Board committee and Leadership meetings.
2. Provides support to the Board for scheduling, organizing and holding of Board meetings and related events.
3. Accumulates and distributes to the Board members monthly Board Reports and meeting materials prior to the Board meeting.
4. Schedule and arrange meetings; prepare and disseminate agendas and other materials as required.
5. Archive and maintain Board member documents and meeting materials; upload approved meeting items to a shared documents site.
Coordinate and manage special events planning with the assistance of the Medical Administrative Assistant and Outreach Coordinator such as the all-staff meetings, annual holiday party; company picnics, and National Health Center week.
6. Provide phone coverage for the executive staff, answer questions, route calls to the appropriate employee, and accurately record and relay messages.
7. Creates and orders business cards for appropriate staff and new hires; assists with the onboarding of new administrative staff (scheduling tours and meetings, providing Center information).
8. Interpret policies and procedures, within scope, as established by management.
9. Locate and compile data, assemble and categorize data for written computation and calculations, prepare financial, statistical, narrative, and/or other reports, complete forms, and collect information and material as required.
10. Coordinate with Human Resources to schedule and monitor annual reviews for the CEO.
11. Assists the CEO and Leadership in the development of survey monkey questionnaires and assembly of pertinent information.

12. Assist in the assembly, coordination and submission of Center grant applications, reports and other required documents.
13. Assist in the maintenance, renewal and cataloging of Center contracts and leases.
14. Edit and proofread correspondence and reports.
15. Compose reports and correspondence containing decisions of designated Director.
16. Oversee or coordinate the work of others as assigned.

Safety

1. Maintain current knowledge of policies and procedures and legal requirements as they relate to safe work practices.
2. Follow all safety procedures and report or resolve unsafe conditions to ensure an injury-free work environment.
3. Use appropriate ergonomic measures to reduce risk of work-related injuries.

KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of:
 - Executive administrative operation and functions.
 - Office management and administrative practices.
 - Health care delivery systems, particularly community-based health services, is highly desirable.
 - Pertinent federal, state and local laws and regulations regarding issues affecting licensed community clinics is desirable.
 - Navigating eCW (reading schedules and opening patient accounts, navigating past appointments and searching patient documents) preferred.
 - Use, facilitation and maintenance of virtual meeting platforms such as Go To Meeting and Zoom is desirable.
 - Skills in:
 - Effective oral and written communication.
 - Effective organization and priority-setting of work and attention to detail.
 - Database, records and virtual document management.
 - Using a computer and various software applications, such as Outlook, spreadsheets, relational databases, statistical packages, and graphics packages to assemble, manipulate and/or format data and for e-mail.
- Keyboarding/typing, 40 wpm is preferred.

- Ability to:
 - Share the EDCCHC mission and team orientation approach.
 - Develop rapport and work with people of all ages, cultural, religious, social and ethnic backgrounds.
 - Conceptualize, analyze and problem solve.
 - Be self-directed and make administrative/procedural decisions and judgments.
 - Create, compose, and edit written materials.
 - Maintain calendars and schedule appointments.
 - Understand budgets and financial statements.
 - Be courteous and utilize professional behavior in interactions with the public and staff.
 - Maintain a high level of confidentiality.
 - Be flexible in accepting, changing or carrying out assignments.

QUALIFICATIONS

To qualify for this position, an individual must possess any combination equivalent to sufficient experience and/or education that would likely produce the required knowledge, skill, and ability requirements listed above. A typical way to acquire the required qualifications would be:

Experience:

Three years of administrative support/clerical office experience that included organization, coordination, and performance of duties at progressively responsible levels.

Education:

High school diploma or GED required, Associate or Bachelors degree preferred.

OTHER

Physical Requirements:

Typical interior/office work environment. See, hear, talk, walk or move about, sit and/or stand for long periods of time, reach, stoop, bend, lift up to 10 lb.; repetitive hand movement; use and view a computer; use a calculator, operate fax, copier, telephone and car; read and write English.

FLSA Status: Non-exempt

Note: The above statements are intended to describe the general nature and level of work being performed by persons assigned to this job. They are not intended to be an inclusive list of all duties, responsibilities and skills required of incumbents. In accordance with the Americans with Disability Act, reasonable accommodation may be made to enable qualified individuals with disabilities to perform the essential job functions.

I have read and understand the job description for my position, Executive Assistant.

Name

Date