



# Arroyo Vista Family Health Center

## JOB DESCRIPTION

**Position Title:** Administrative Assistant III

**Summary:**

Under the direct supervision of the Executive Assistant, is responsible for providing secretarial support to the Executive Staff, and Management Staff. Assists with special administrative projects, PBX/Reception telephone coverage, and other projects as assigned.

**DUTIES AND RESPONSIBILITIES:**

1. Responsible for providing secretarial and administrative support to the Chief Financial Officer, Director of QM/RM, Director of Special Projects, Director of Clinic Operations, to other management staff as needed to include e.g. preparation and coordination of meetings, typing meeting minutes, reports, memos, forms, grant work, contracts, answers telephone calls and take message when needed, make copies, faxes and assembles documents; responsible for providing administrative secretarial support
2. Responsible for assisting the Chief Financial Officer, Director of QM/RM, Director of Special Projects, and Director of Clinic Operations with meetings, minutes, maintaining their calendars, and making travel arrangements when needed.
3. Responsible for providing executive assistance and support to the Chief Executive Office in the absence of the Executive Assistant to include assistance with Board of Director work.
4. Responsible for preparing and attending IQMC meetings, Clinic Operation meetings and other committees/meetings as assigned. Responsible for taking and transcribing meeting notes and provides administrative support to committee chairperson.
5. Responsible for maintaining the work area neat and organized, keeps work information current, maintains organized work files, and works closely with other administrative assistant staff to maintain an organized, updated central filing system.
6. Responsible for assuring that all work documents are accurate, complete, and proofread and that all work assignments are completed on schedule.
7. Responsible for assisting with assuring administrative office equipment is maintained, e.g., computer, typewriter, copy machine, fax machine, etc; reports equipment malfunctions to the Supervisor.
8. Responsible for assisting with PBX/Reception telephone coverage as needed and assigned.
9. Responsible for assisting with secretarial support on special Agency projects as required and assigned, e.g., fund development, strategic planning, audit and grant preparation assignments and administrative errands.



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10. Responsible for actively participating in the Improving Organizational Performance (IOP) Program, which includes but is not limited to Infection Control, Health and Safety Program, Emergency Preparedness Program, Risk Management Program and Medical Staff programmatic activities.
11. Responsible for following all Agency safety and health standards, regulations, procedures, policies, and practices.
12. Responsible for performing other related duties as assigned.

### **REQUIREMENTS:**

1. A minimum of three (3) years secretarial experience, including experience in the healthcare field.
2. One year of College units or one-year secretarial experience in lieu of college.
3. Type 65 words per minute.
4. Proficient in Microsoft Word, Excel, and PowerPoint.
5. Excellent grammatical and spelling skills. Outstanding written and verbal communication skills and interpersonal skills.
6. Ability to independently create correspondence.
7. Basic medical terminology and basic mathematics.
8. Bilingual (English/Spanish).
9. Ability to work well with others in a professional manner in a team oriented environment.
10. Valid California Driver's License, access to an automobile, and state-required auto liability coverage.