



POSITION DESCRIPTION

TITLE	Administrative Assistant	DEPARTMENT	Administration
REPORTS TO	Director of Administrative Operations	STATUS	Exempt/Administrative
ISSUE DATE	8/23/2012		
REVISED DATE	6/8/2013		

Position Summary

Responsible for:

- ✓ Under the direction of the Director of Administrative Operations, acts as confidential Administrative Assistant to the office of Administration exercising independent judgment as necessary. This position will support two senior level managers. The Administrative Assistant will perform duties requiring strong administrative, coordination, and organizational skill which include technical knowledge of compliance and regulatory processes, Microsoft Office Suites and practice management database systems applications. Additionally, effective communication skills will be required with ongoing interface with internal and external sources in meeting departmental goals and objectives.

Essential Functions

- Acts as liaison between the Director of Administrative Operations and internal and external publics in the resolution of problems and/or coordination of programmatic activities.
- Collects, analyzes and interprets data relative to designated issues/projects of the department. Basic statistical knowledge and analysis required for designated project.
- Under general directions, writes and composes correspondence, resolutions/salutations and other designated reports, including the ability to create charts, graphs and other presentation enhancements.
- Coordinates logistics for external activities and events, including preparation of promotional materials for external agencies (i.e., audits, workshops, forums, receptions and site-visits). Responsible for preparing event materials and packages, including recording and maintaining written proceedings.
- Develops and maintain a centralized library of external resources and documents. For example, regulatory and compliance reports, grant funded progress reports, newsletter, directories, auditing tools, trade publications, public information notices, etc.
- Create and maintain master mailing lists of elected officials, public policy leaders, regulatory agencies/contacts, trade associations, and other designated local, state, federal and community-based network organizations.
- Responsible for maintaining and processing sensitive documents in a timely manner (i.e., monthly reports, consultant invoices/retainers, and etc.).
- Conducts various office functions- screens office and telephone callers; schedules appointments, arranges travel accommodation and tele-conference calls; maintains office files, records and indexes, including those of a confidential nature; and reviews and routes all incoming/ outgoing mail.
- Employee will occasionally be required to attend designated meetings on behalf of Director of Administrative Operations.

Secondary Duties

- As a professional in the department, the incumbent may be expected to assume responsibility for projects, initiatives or research outside of daily duties.
 - Performs related duties as required.
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Position Requirements

Position Requirements: These are general guidelines based on the minimum experience normally considered essential to the satisfactory performance of this job. Individual abilities may result in some deviation from these guidelines.

Education & Experience

- Bachelor's degree (BA) with emphasis in Public Administration, Public Health, Public Relations or a related field. Five years in an administrative capacity in health care or general and administrative management. Experience in preparing high level reports and presentations.

Other Skills and Abilities

- Must understand regulatory processes as they relate to healthcare.
 - Must be able to decipher technical and urgent executive-level information and distribute to appropriate internal source(s).
 - Experience in one or more of the following is desirable: local/state/federal government (health office), public/elected office, health administration, legal office, or public relations.
 - Basic statistical analysis is required.
 - Some limited in-state travel required.
 - Excellent computer skills- i.e., proficiency in Microsoft Word, Lotus/Excel/ PowerPoint.
 - Excellent verbal and written communication skills.
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Work Environment

The environment for this position is a private office that is clean and comfortable. It may include some minor annoyances such as noise, odors, drafts, etc. The incumbent is in a non-confined setting in which he or she is free to move about at will.

Physical Activity: Performs all or some of the following tasks during the workday: sitting, standing, walking, reading, writing/typing, speaking and listening. May lift and carry up to 10lbs periodically, stoop/reach to file or obtain documents from cabinets/drawers.

Equipment Used: Standard office equipment such as telephone, computer, printer, fax and copy machine. May be required to visit other clinic or community locations via personal vehicle or public transport on an occasional basis.

Acknowledgement

I have been given a copy of this position description. I understand that I may be asked to perform responsibilities and duties not listed in the description and that my duties may change at any time, according to the clinic's needs. Nothing in this position description is intended to create a contract of employment of any type. Employment at Watts Healthcare is strictly on an at-will basis.

Employee Name (please print)	Employee Signature	Date

I certify that I have discussed the position description with the employee.

Supervisor Name (please print)	Supervisor Signature	Date

cc: Incumbent
Employee's File