



**WINNEBAGO COUNTY HEALTH DEPARTMENT
JOB DESCRIPTION**

Job Title:	Executive Assistant
Center:	Administration
Reports to:	Public Health Administrator
FLSA Status:	Non-Exempt
Grade Level:	14
Date Created/last reviewed:	January 24, 2017

POSITION SUMMARY

The Executive Assistant promotes and supports population health in Winnebago County by providing high-level administrative and communication support to the Public Health Administrator.

ESSENTIAL FUNCTIONS:

Leadership and Systems Thinking

- Organizes and maintains the information repository for Policies and Procedures and Public Health Accreditation support documents.
- Supports the Department's application and preparation efforts for national public health accreditation.

Public Health Sciences

- Supports the Department's application process for accreditation by the Public Health Accreditation Board.
- Develops and maintains staff contact information for emergency purposes and after-hours calls.
- Assists with the preparation of the monthly Board of Health report.
- Attends Board of Health meetings including Committee meetings to record and prepare minutes.

Community Dimensions of Practice

- Assists the Public Health Administrator to maintain schedule of appointments with external partners and stakeholders.
- Provides documents and/or information on how to access WCHD documents to the community as requested.

Analysis and Assessment

- Obtains data and research from a variety of sources to assist in the preparation of presentations, reports, and grant applications.
- Performs data analyses and creates visual presentations of findings, as directed.

- Exchanges information and data with individuals, community groups, other agencies, internal customers, and the general public about physical, behavioral, environmental, social, economic, and other issues affecting the public's health.
- Organizes, oversees, establishes, and maintains data sources that includes, but is not limited to, contracts, budgets, legal documents, community health information, and/or other records.
- Analyzes data and summarizes reports and documents.
- Adheres to ethical principles in the collection, maintenance, use, and dissemination of data and information.
- Maintains, updates, and uses computerized data management systems and utilizes informatics to improve program operations.

Policy Development and Program Planning

- Plans and organizes all meetings for the Public Health Administrator and the Board of Health reviewing upcoming meeting agendas to anticipate needs for preparation, background documentation and timely preparation, printing and distribution of relevant documents and materials.
- Prepares and coordinates work plans and work flow for activities and projects for the Public Health Administrator.
- Composes drafts, summarizes, prepares, proofreads, and/or edit documents including, but not limited to, emails, memos, letters, contracts, ordinances, budget revisions, resolutions, grants, reports, and correspondences.
- Provides direction and prioritization standards for the screening of mail, using expert judgment and knowledge.
- Answers phone calls, taking detailed messages, providing written correspondence and answering emails.
- Assists with daily operations of the office of the Public Health Administrator. Performs routine and high level clerical duties such as word processing, scheduling and opening mail; development of appropriate methods to handle information.
- Researches and summarizes specialized or technical information from varied sources including the use of visuals.
- Participates in individual, team, and Departmental quality improvement and evaluation activities as assigned.

Communication and Cultural Competency

- Serves as the first point of contact between the public and the Public Health Administrator.
- Answers inquiries from client, general public, community partners and/or vendors as needed.
- Expertly handles confidential information which would have immediate negative impact on the Health Department operations, performance, or value if shared beyond its intended audience.
- Provides direct support for the Board of Health, the Winnebago County Mental Advisory Committee, and the Winnebago County Board addressing public health issues and concerns.

- Works closely with the Public Health Administrator and the Leadership team to prepare all information to be distributed to the Board of Health.
- Acts as liaison between the Office of the Public Health Administrator and the Winnebago County Board and Winnebago County Board of Health to ensure effective communication flow and proper record keeping and legal documentation.
- Provides current Committee and Board members information to facilitate communication between members and staff.
- Processes print and electronic communication; identifies priorities and/or time sensitive matters, and maintains timely follow through.
- Communicates in writing and orally, in person and through electronic means, with linguistic and cultural proficiency.
- Creates print and electronic health information products as required by Department public health activities.
- Drafts documents and correspondence for the Public Health Administrator.
- Schedules and coordinates meetings.
- Utilizes appropriate methods for interacting effectively and professionally with persons of all ages and from diverse cultural, socioeconomic, educational, racial, and ethnic, sexual orientations, lifestyles and physical abilities.
- Adheres to ethical principles and Winnebago County and Winnebago County Health Departments' policies in the collection, maintenance, use, and dissemination of data and information.

Financial Planning and Management

- Assists with purchasing processes.
- Maintains affiliations lists for grant applications.
- Assist with development and preparation of grant applications, as needed.
- Provides assistance with preparation of annual budget, as needed.

Other

- Maintains detailed and accurate records.
- Maintains Notary certification.
- Provides assistance with travel arrangements for staff as needed.
- Prepares certificate for staff and board of Health recognitions, as well as annual service awards.
- Performs public health emergency response duties as assigned and consistent with training provided, in response to threats to the public's health consistent with job classification.
- Participates in Department and community emergency response training and drills in support of public health emergency and disaster preparedness consistent with job classification.
- Assumes responsibility for own professional growth and development by pursuing education, participating in professional committees and work groups and contributing to a work environment where continual improvements in practice are pursued.
- Performs other duties as assigned consistent with job classification.

BEHAVIOR EXPECTATIONS:

- Treats others with courtesy, respect and a caring manner in all interactions.
- Continually looks for, suggests and works on better ways to conduct work.
- Promotes patient rights and ensures confidentiality and privacy at all times.
- Be open to new ideas and changes; encourages others to do the same.
- Willingly flexes to meet changing workload demands and priorities.
- Treats each employee as an equal and valued member of the team and works cooperatively with other employees to complete work.
- Regular attendance is required and overtime as needed to accomplish job functions.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:

Education, Licensure, Certifications, Experience

- Must have an Associate's degree in Business Administration/Management or related degree.
- Must have a minimum of three years of experience as an Executive Assistant or Office Manager.
- Must be proficient in the use Microsoft Office software; preference will be given to candidates who possess certifications.
- Certification as Notary in the State of Illinois preferred.
- Certification as an Administrative Assistant preferred.
- Must participate in assigned trainings, including on-line training in the National Incident Management System (NIMS) offered through the Federal Emergency Management Agency to obtain the following certifications:
 - Within 6 months of employment: ICS 100, ICS 200, ICS 700, and ICS 800
 - Within 12 months of employment: ICS 300 and ICS 400
- Successful completion of WCHD HIPAA Training.
- Successful demonstration of use of Microsoft Office software applications.
- Valid driver's license, current certificate of vehicle insurance, and access to reliable transportation to all assigned work locations.
- Demonstrated proficiency in written communication skills including organization of content and correct grammar.
- Ability to perceive needs of clients and work proactively to address those needs.

Leadership and Systems Thinking Skills

- Proficiency in human relations, problem solving, conflict resolution, and negotiation skills.
- Proficiency with standard office processes and practices.

Public Health Sciences Skills

- Knowledge of the core functions and essential services of public health.

Community Dimensions of Practice Skills

- Proficiency in providing administrative support for the Department.

Analysis and Assessment Skills

- Proficiency in the use and creation of new databases and spreadsheets, presentation and publisher software, and internet searches.

Policy Development and Program Planning Skills

- Proficiency in conducting research on current “best practices.”
- Proficiency in electronically filing and coordinating the dissemination of new policies and procedures.

Communication and Cultural Competency Skills

- Proficiency in written and oral communication including in person, through print and electronic means.
- Proficiency in assuring that cultural, social, and behavioral factors play a significant role in the accessibility, availability, and delivery of public health.

Financial Planning and Management Skills

- Must possess a general understanding of budgets and financial systems.

Other

- Must successfully complete a pre-employment/post-offer drug screen.
- Must successfully complete a pre-employment/post-offer background check, which may include; criminal and civil claims, credit report, finger printing, etc.
- Must successfully complete a pre-employment/post-offer computer skills assessment.
- Proficiency in use of advanced computer skills: email, word processing, databases and spreadsheets, and internet searches.
- Must possess and maintain a valid driver’s license, current certificate of vehicle insurance, and access to reliable transportation is required.
- Ability to work longer shifts, nights, and weekends to meet operational needs as determined by management.
- Ability to meet the physical demands of the Essential Functions. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
 - Engages in the following movements: Sitting, standing, walking, reaching and writing/typing frequently; balancing, stooping, kneeling, crouching, lifting, fingering, grasping, and feeling occasionally.
 - Must be able to lift and/or move up to 10 pounds frequently and 30 pounds occasionally.
 - Hearing ability sufficient enough to communicate with others effectively in person and over the phone
 - Visual ability must be sufficient enough to read documents, computer screen and drive a car.

- Must be able to be fitted and wear NIOSH 95 mask, in conjunction with emergency preparedness.

TOOLS AND EQUIPMENT USED

Must be able to use multi-line telephone, mobile phone, fax machine, copy machine, calculator, computer, digital recorder, scanner and printer.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job the employee works in a typical office environment. The employee is exposed to noise from close working conditions and significant work pace/pressures.