

# Executive Assistant



**Job Family Description - HEALTH SERVICES- Reports to: Chief Executive Officer**

This job family provides support to the organizations administration, and to be an active, valued member of the Executive Support Team. Jobs in this family maintain the highest confidentiality in regards to staff records and utilizes a team based approach. To perform this job successfully, an individual must be able to perform the duties listed below satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Minimum Qualifications:**

- ▶ Associates degree; Bachelor's degree preferred. Experience and/or training in administrative liaison; or equivalent combination of education and experience. Satisfactory professional references
- ▶ Experience: 2-5 years of experience supporting Executives

**Work Level/  
Administration**

**Duties**

- Completes a broad variety of administrative tasks for the Chief Executive Officer including managing an extremely active calendar of appointments, composing and preparing correspondence that is sometimes confidential; arranging complex and detailed travel plans, itineraries, and agendas; and compiling documents for travel-related meetings.
- Plans, coordinates and ensures the CEO's schedule is followed and respected. Provides "gatekeeper" and "gateway" role in situations for direct access to the CEO's time and office.
- Communicates directly and on behalf of the CEO and Board members on matters related to CEO as required.
- Researches, prioritizes, and follow up on incoming issues and concerns addressed to the CEO.
- Provides bridge for smooth communication between the CEO and internal departments; demonstrating leadership to maintain credibility, trust and support with Senior Management staff.
- Works closely and effectively with the CEO to keep him/her well informed of upcoming commitments and repsonsibilities and follows up appropriately.
- Provides leadership to build relationships crucial to the success of the organization, and manages a variety of special projects for the CEO.
- Successfully completes critical aspects of deliverables with a hands-on approach, including drafting acknowledgement letters, personal correspondence, and other tasks that facilitate the CEO's ability to effectively lead the company.
- Prioritizes conflicting needs; handles matters expeditiously, proactively, and follows-through on projects to successful completion, often with deadline pressures.
- Performs all other duties as assigned.

# Executive Assistant cont.

Knowledge, Skills, & Abilities	Core Competencies
<ul style="list-style-type: none"> <li>▶ Knowledge of principles and practices of strategic planning, development, and evaluation.</li> <li>▶ Knowledge of and ability to interpret and apply related federal, state, and local laws, rules and regulations.</li> <li>▶ Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups or organizations. Ability to communicate with patients and family members from various educational and socio-economic backgrounds.</li> <li>▶ Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, and volume. Ability to apply concepts of basic mathematics</li> <li>▶ Knowledge of and ability to interpret and apply related institutional policies and procedures.</li> <li>▶ Ability to communicate effectively verbally and in writing.</li> <li>▶ Ability to establish and maintain effective working relationships.</li> </ul> <p><b>SUPERVISORY RESPONSIBILITIES</b></p> <p>None</p>	<ul style="list-style-type: none"> <li>▶ <b>1. Communication</b> <ul style="list-style-type: none"> <li>– In addition to using highly developed analytical, technical, computer, oral, and written communication skills, uses high-level persuasion and negotiation skills.</li> </ul> </li> <li>▶ <b>2. Judgment/Decision Making</b> <ul style="list-style-type: none"> <li>– Provides input into strategic decisions that affect planning, policies, practices, and operations for a department, function and/or school/college.</li> </ul> </li> <li>▶ <b>3. Accountability &amp; Self-Management</b> <ul style="list-style-type: none"> <li>– Has full responsibility for interpreting, organizing, and executing assignments.</li> </ul> </li> <li>▶ <b>4. Supervision</b> <ul style="list-style-type: none"> <li>– Receives limited direction typically related to complex projects/situations.</li> </ul> </li> <li>▶ <b>5. Problem-Solving &amp; Analysis</b> <ul style="list-style-type: none"> <li>– Is generally expected to interpret and apply institutional policies, manage resources and initiate actions to achieve broadly defined objectives.</li> </ul> </li> </ul> <p><i>I certify that I have read the entire job description and understand the duties of this position.</i></p> <p>Employee Signature: _____ Date _____</p>

*\*\* The statements described in this job description is the general nature and level of work being performed by individuals assigned to this classification. This is not intended to be an exhaustive list of all responsibilities and duties required of personnel so classified.*