



Cow Creek Government Office

Position Description

Position Title: Executive Administrative Assistant

Department: CCH&WC

Reports To: Health Operations Officer

FLSA Designation: Non-Exempt

Date Written/Revised: 2/10/2015, 6/22/2018

Pay Grade: 8

POSITION PURPOSE:

Provide high-level administrative support by conducting research, preparing statistical reports, handling information requests, and performing clerical functions such as preparing correspondence, receiving visitors, arranging conference calls, and scheduling meetings.

ESSENTIAL FUNCTIONS:

- Professional representative of CCH&WC Administration and the office of the Health Operations Officer (HOO).
- Prepare daily, weekly and monthly administrative reports. Staff HOO daily via schedule and daily tasks (prepping for meetings and tasks).
- To utilize & maintain training, administrative competency in compliance of operating procedures as they relate to standing office procedures.
- Take complete and accurate messages. Assure all messages are followed up and calls are returned.
- Professional correspondence – prepare draft letters, staff and administrative reports, presentations, etc. for HOO.
- Provides professional customer service by greeting guests in a polite, prompt, helpful manner & provides any necessary instruction or direction.
- Maintain filing & ensure security of administration files, performing specialized functions and special projects as directed.
- Perform clerical and support duties as assigned by Health Operations Officer; assist staff with various tasks as assigned.
- Follows opening & closing procedures according to office guidelines.
- Maintain strictest confidentiality; adheres to all HIPAA guidelines/regulations.
- Maintain a working knowledge of all programs offered by the Health & Wellness Center and the Cow Creek Government Office.
- Attends staff meetings as required and takes minutes.
- Arrange for and maintain all travel for Health Operations Officer.
- Process all check requests per policy including entry into the accounting system.
- Assist Health Operations Officer and other administrative staff with administrative projects, as requested.
- Administrative Special Functions Coordinator
- Assistance with Grant Preparation per HOO

QUALIFICATIONS:

- High school diploma or GED.
- Executive Administrative Assistance and/or Administrative Degree with two years of work experience, preferred.
- Humble and a strong representative of administrative officer; professional attire and attitude
- High level administrative office procedures and functioning
- Working knowledge of office procedures, office equipment, computer experience and knowledge of government program rules and regulations.
- Extensive knowledge of Microsoft office including but not limited to Word and Excel.
- Must demonstrate proven effective interpersonal communication skills.
- Demonstrate the ability to work effectively with staff, local agencies and individuals from different cultural & ethnic backgrounds in a friendly and professional manner.