



Executive Assistant to CEO and CNO
JOB DESCRIPTION

Position Title: Executive Assistant to CEO & CNO Exemption Status: Non-Exempt

Job Classification: _____ Job Code: _____

Department: Administrative

Reports to: Chief Executive Officer and Chief Nursing Officer

Last Update: November 1, 2021

Job Summary

Aides the Chief Executive Officer and Chief Nursing Officer in staff capacity by handling a wide variety of tasks involving the administrative functions of the office, manages CEO's and CNO's calendars, meetings, travel and correspondence, develops and prepares presentations and reports, acts as liaison to the community, and acts as clerk to the District's Board of Directors.

Knowledge, Skills, and Abilities

- Possess the ability to make independent decisions when circumstances warrant such action.
- Possess the ability to work independently and meet timelines with little or no direction.
- Maintain professionalism, discretion and confidentiality at all times.
- Thorough knowledge of administrative procedures with the ability to interpret Administration and Human Resources policies, union contract and procedures clearly and accurately.
- Thorough knowledge of contemporary office practices and procedures. Current knowledge and functional use of Microsoft Office Applications including Microsoft Teams. Ability to use office machines and equipment including but not limited to computers and digital photocopiers.
- Strong knowledge and ability in scheduling virtual meetings, managing schedules, and sending correspondence on behalf of the CEO/CNO.
- Ability to establish and maintain effective working relationships with supervising personnel, co-workers, the media, representatives from all levels of government, civic organizations, business professionals, the medical staff and the general public.
- Ability to project a positive image representation to the public and vendors.
- Ability to effectively communicate orally and in writing.
- Skilled at taking or recording sufficient notes at meetings and preparing accurate records of the event.

Qualifications

- Bachelor's degree preferred with 3-5 years' experience in a professional business environment as an administrative or executive assistant to senior management.

Responsibilities

- Maintains office services by organizing office operations and procedures; controlling correspondence; designing filing systems; submitting supply requisitions; performing clerical functions.
- Assist Chief Executive Officer and Chief Nursing Officer by drafting correspondence, memoranda and reports for signature.
- Act as Clerk for the District's governing board by preparing agendas, board packets, and minutes.
- Arrange committee and administrative meetings as directed by the CEO and/or CNO.
- Keeps the CEO/CNO informed of daily operations of the facility in his/her absence.
- Receive and maintain current copies of medical staff bylaws, rules and regulations for use by the CEO/CNO.
- Receive patient communications including complaints and compliments and route communications to appropriate staff members. Keeps the CEO/CNO informed of communications.
- Manage the inbound activities of NRC Picker – Patient Surveys
- Manage District contract files in an orderly and professional manner.
- Attend and take minutes at Department Managers meetings as requested by CEO/CNO.
- Prepare Joint Conference meetings between physicians and board members. (Quarterly)
- Assist Marketing and Human Resources with the organization of the annual employee holiday celebrations.
- Work as liaison between administration and board members.
- Other duties as may be assigned.

Other Responsibilities as needed

- Maintain CONFIDENTIALITY of organizational, departmental and patient information.
- Attend and participate in in-service educational classes and on-the-job training programs as directed.
- Complete annual health requirements in a timely manner.
- Other related duties and responsibilities as directed by the CEO and CNO.

Safety

Follows safe work practices, takes an active interest in preventing injury or illness and promoting a safe and healthful environment for self and others. Complies with hospital and governmental safety regulations.

Professional Development

Promotes professional growth of self and co-workers by participating in on-the-job training, continuing education and assisting with training of new employees.

Compliance

Assumes personal responsibility to comply with all Federal, State and local laws governing business conduct, conducts business in an ethical and trustworthy manner, and displays the qualities and characteristics of a professional at all times when dealing with patients, visitors, physicians, volunteers, and fellow employees.

Pay Range

\$27.00 - \$37.99 an hour