

ASSISTANT TO PRESIDENT/CEO

DISTINGUISHING FEATURES OF THE CLASS: Under the general supervision of the President and CEO, the incumbent of this class is responsible for assisting in the management of administrative detail in the President/CEO's Office, performing executive secretarial tasks related to the operation of the office. This involves reviewing incoming and outgoing mail; preparing agendas and minutes of Executive Committee meetings; keeping records of administrative meetings and appointments and assisting in coordinating the activities of the President/CEO's office with those of the other executive administrative staff offices. Extensive independent action is required of this position in addition to the systematic processing of work, with an ability to distinguish and prioritize sensitive, confidential and important material requiring the President/CEO's immediate or personal attention. Routing of material to other administrative staff for follow-up or action and work on special projects and assignments is involved. Incumbent may be required to work overtime to provide support services as necessary at various scheduled meetings, and conferences. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Performs administrative support and secretarial duties, including transcribing and proofreading confidential correspondence, preparing reports and minutes of meetings, scheduling appointments and maintaining confidential files and other material essential for use by the President/CEO and/or staff;

Assists in the coordination and supervision of the activities of the administrative support staff to ensure equitable distribution of workload, adequate telephone coverage during absences, office protocol and information flow among department staff;

Assists in the coordination of activities of the administrative executive level offices with that of the President/CEO;

Assists in maintaining appropriate, timely and ongoing communication with the Clinical Directors, private practice physicians, Hospital Board and New York Medical College administrative staff with whom WMC is affiliated;

Maintains communication with all levels of hospital personnel, volunteer auxiliary groups, community groups, other health service agencies and Westchester County officials;

Receives visitors, ascertains their business or complaint and either resolves or refers it appropriately;

Types correspondence, memos, reports and other documents prepared by or for the President/CEO;

Assists in the review, planning, and organization of the President/CEO's daily schedule, and makes arrangements for emergency situations;

EXAMPLES OF WORK: (Cont'd)

Schedules and attends meetings, records minutes, composes and prepares correspondence, researching necessary follow up information, and maintaining detailed records and files for the following: (1) Top Level Executive Committee; (2) Administrative Staff Meetings; (3) Employees Advisory Council; (4) Joint Conference Committee; (5) Nursing/Administration Joint Conference

Develops reporting forms and form letters in order to streamline information flow;

Performs special and confidential assignments as required.

Maintains up-to-date logs of vital operational information such as patient days and other statistical data on a regular basis;

Prepares drafts of routine correspondence and reports for the President/CEO's signatures;

Codes, circulates and maintains detailed records and files of official memoranda describing hospital-wide policies and procedures;

Performs all related administrative functions to insure the smooth and efficient operation of the Office of the President/CEO.

Uses computer applications or other automated systems such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments

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Accesses protected health information (PHI) in accordance with departmental assignments and guidelines defining levels of access (i.e. incidental vs. extensive)

May coordinate special functions sponsored by/or for the President/CEO such as seminars, special meetings, tours, and reception of dignitaries;

May perform other incidental tasks, as needed. .

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Thorough knowledge of secretarial practices, and office procedures and protocol; good knowledge of the policies and programs used in the operation and administration of a large medical center; good knowledge of secretarial skills including business English, stenography and business arithmetic; ability to assimilate and analyze data; ability to resolve routine administrative problems independently; ability to prepare clear and concise reports; ability to compose and edit letters and memoranda; ability to type at a speed of no less than 35 words per

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: (Cont'd)

minute; ability to understand and carry out complex written and oral directions; ability to effectively use computer applications such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments; ability to read, write, speak, understand, and communicate in English sufficiently to perform the essential duties of the position; good judgment; initiative; tact; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: High school or equivalency diploma and six years of experience where the primary function was secretarial or administrative support, four years of which must have been in a hospital setting.

SUBSTITUTION: 30 credits* of post high school education at a business school, college or university with major course work in business administration, public administration or health administration may be substituted for up to two years of the above stated experience.

NOTE: Unless otherwise noted, only experience gained after attaining the minimum education level indicated in the minimum qualifications will be considered in evaluating experience.

*SPECIAL NOTE: Education beyond the secondary level must be from an institution recognized or accredited by the Board of Regents of the New York State Education Department as a post-secondary, degree-granting institution.