

EXECUTIVE SECRETARY TO THE PRESIDENT/CEO

DISTINGUISHING FEATURES OF THE CLASS: Under the general direction of the President/CEO of Westchester Medical Center, this position performs executive secretarial tasks; relieving the President/CEO of administrative detail by receiving and handling inquiries, complaints, and requests related to departmental activities from department heads, local and state officials, the press, and the general public. The incumbent is appointed by the President/CEO and serves at his/her discretion. This position also serves as the office manager of the administrative unit of the department, ensuring orderly and efficient administrative and clerical support. Incumbents may be expected to work over-time to provide clerical services at various scheduled meetings. Supervision may be exercised over clerical and secretarial support staff. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Performs all executive secretarial tasks for the President/CEO and some managerial staff, 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;

Maintains calendar of appointments for the President/CEO, ensuring the President/CEO is apprised of all appointments and changes as well as matters requiring immediate attention;

Uses automated office systems to prepare letters, memoranda and reports;

Screens complaints and inquiries from employees, public officials, the press and the general public addressed to the President/CEO; gathers appropriate material from the President/CEO and other administrative staff to respond to routine inquiries and routes more complex inquiries along with support documentation to department staff as appropriate;

Coordinates and directly supervises 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;

Processes records and forms, requisitions office supplies, and performs other administrative support procedures for effective office management;

Opens and screens mail addressed to the President/CEO, answers routine mail independently and routes other mail with background material as necessary;

Maintains all files for the President/CEO, ensuring that material is properly marked and accessible for immediate use;

Maintains files of all minutes taken at committee meetings for future references;

Coordinates all travel arrangements for the President/CEO;

EXAMPLES OF WORK: (Illustrative Only) (Cont'd.)

Coordinates the scheduling of regular staff meetings, gathering agenda items and materials as required and preparing and distributing finalized agenda;

Monitors progress of departmental assignments, ensuring that responses are timely and in accordance with established office and department policy and procedures;

Coordinates vacation schedules among administrative support staff to ensure that adequate secretarial coverage is provided;

Performs some secretarial tasks for members of various committees as assigned or requested;

Performs secretarial and administrative tasks for the Medical Board and the Hospital Board, including transcribing minutes, scheduling meetings, preparing informational material for Board Members and reviewing needed documentation for clarity and completeness;

Performs special and confidential assignments as required.

DESIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Thorough knowledge of responsibilities of an executive secretary; good knowledge of secretarial skills, including business English, stenography, business arithmetic; ability to compose and edit letters and memoranda; ability to type at a speed of not less than 35 words per minute; ability to comprehend the varied activities of a large department sufficiently to handle the mass of items passing through the President/CEO's office; initiative; tact; poise; neat personal appearance; physical condition commensurate with the requirements of the position.

DESIRED TRAINING AND EXPERIENCE: High school diploma or equivalency and seven years of administrative, office management and/or secretarial experience, which must have included two years using word processing equipment.

SUBSTITUTION: Satisfactory completion of 30 credits* at a recognized college or business school may be substituted for each year of the above stated 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 Department of Education as a post-secondary, degree-granting institution.