



## EXECUTIVE ASSISTANT

**SUMMARY:** The executive assistant provides high-level administrative support to the CEO 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 for executives.

**SUPERVISOR:** Chief Executive Officer

### DUTIES AND RESPONSIBILITIES:

Reports directly to the CEO. Provides administrative and confidential secretarial support to the CEO in the performance of his/her duties. The position includes effectively managing heavy calendars, anticipating the needs of the CEO in advance, and prioritizing workflow in key business priorities and strategies on an on-going basis. Prepares and processes Community Benefit Report. Prepares and/or edits correspondence, compiles and monitors administrative and financial reports, conducts research, and provides support for special projects on an as needed basis. Serves as a liaison between the CEO and COO. Coordinates, attends, and serves as recording secretary for Board meetings. Shares in providing back-up support to the Administrative Staff as needs and staffing dictate, and performs other miscellaneous duties as requested.

### MINIMUM QUALIFICATIONS:

Associate degree or two years post high school education in secretarial or related field required. Course work in management and human relations or related fields preferred. Three (3) to five (5) years' experience working at the executive secretary level required. Must be proficient in the English language for both grammar and composition purposes and spelling in order to communicate effectively, to prepare reports, record minutes of meetings, and to compose routine correspondence and other directives. Ability to work with and adapt to various personalities and all levels of personnel within the health center. Proficient secretarial and analytical skills to include: typing (minimum 55 WPM), filing, dictation, proofreading and editing correspondence, duplication equipment, and standard computer software programs, including the use of spreadsheets, power point presentations, and electronic mail. Must project a highly professional image to contacts both in person and on the phone. Must have exceptional organizational skills including the ability to prioritize work. Must show initiative, the ability to learn new software applications as applicable and be able to work without supervision. Verbal ability is necessary to communicate with health center personnel and personnel of outside agencies as well as citizens of the community. Numerical and analytical ability is necessary to prepare statistical reports and other reports that require calculations and compilation of data. Position requires considerable use of discretion, tact, diplomacy and judgment. Must have the ability to maintain security of health center activities and confidential personnel action. Familiarity with medical and legal terminology helpful but not mandatory.

## LICENSES OR CERTIFICATIONS REQUIRED:

None required for this position.

## COMPLIANCE:

This position requires compliance with API's written standards, including its Compliance Program and Standards of Conduct and policies and procedures. Such compliance will be an element considered as part of the regular performance evaluation.

Failure to comply with API's Written Standards, which may include the failure to report any conduct or event that potentially violates legal or compliance requirements or API's Written Standards or, for managers and supervisors, fails to detect non-compliant conduct where reasonable efforts would have resulted in detection, will be met by the enforcement of disciplinary action, up to and including possible termination, in accordance with API's Compliance Program Policy and Procedure: Addressing Instances of Non-Compliance through Appropriate Disciplinary Actions.

## PHYSICAL DEMANDS:

Essential position functions (EPF) required:

Work is performed while sitting at a desk in a normal office environment that is clean and comfortable with standard office equipment. Requires minimal time standing, walking, lifting, carrying, pushing or pulling. Normally work at a moderate pace with sporadic rapid-pace episodes due to multiple priority deadlines. Pressure is increased with unexpected deadlines and/or special situations which require special attention and/or immediate delivery. Flow of traffic as well as conversations among and between staff and/or visitors and telephones can make concentration difficult. In addition, shared computer printer may cause delay in final output. Must be able to utilize visual ability and acuity, fine and gross motor functions, and handle all situations in a pleasant and calm manner.

## WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to use close vision (clear vision at 20 inches or less). The employee will occasionally be working near moving mechanical parts, be exposed to outdoor weather conditions and exposed to a risk of electrical shock while running the copier, printer, other standard equipment and answering the telephone. The noise level in the work environment is low to moderate. Stress level can be high at times.

Note: This job description is not intended to be an exhaustive list of all duties, responsibilities or qualifications associated with the job.

