Job Title: Administrative Assistant IV
Department: Nursing Services Administration

Job Summary
The Administrative Assistant IV provides administrative assistance to the CCHHS Divisional Nursing Director and Nurse Coordinator II. This is a highly confidential position involving sensitive information such as Nursing plans and initiatives, budget documents, and labor issues. A highly organized and proactive person is required for this position.

Typical Duties
- Maintains the daily calendar of the Divisional Nursing Director and/or Nurse Coordinator II, including coordination of meetings, preparing pertinent documents prior to the scheduled meetings, and taking/distributing minutes.
- Plays an assertive role in assuring direct reports meet timelines for assignments as set forth by the Divisional Nursing Director and/or institution.
- Screens calls and visitors for urgency, route and resolve problems as they arise.
- Writes correspondence on behalf of the Divisional Nursing Director and Nurse Coordinator II, preparing reports and presentations as needed. Takes minutes of meeting, distributes to participants and maintains copies in files.
- Frequently uses and creates calculating spreadsheets, Power Point presentations, word processing and schedule meetings through Outlook.
- Receives and logs requests to hire, reviews for completeness resolving minor oversights. Informs Assistant Administrator of omissions or errors in paperwork. Logs in a database and is able to prepare reports upon request. Presents completed documents to the Divisional Nursing Director or Nurse Coordinator II prior to approval meeting. Communicates position approval or deferment to staff.
- Continuously strives to organize files / documents and streamline office processes. Creates and maintains a logical electronic filing system.
- Maintains contact information for direct reports at the various affiliates and their designees.
- Maintains a resource directory and cooperative relations with all staff throughout the system.
- Handles reimbursements, processes payments, orders supplies, generates and follows with work orders.
- Initiates and follows through with office cleaning requests, equipment repairs, phone, keys and computer issues; troubleshoots other issues as they arise.
- Tracks time off for office staff and direct reports.
- Must have a positive and proactive approach to work. Presents a professional business manner in appearance, verbal communication and in written correspondence.
- Performs related duties as required.

Reporting Relationships
Reports to the Divisional Nursing Director
Minimum Qualifications
- High School Diploma or GED
- Three (3) years of experience providing administrative support to a member of middle or upper management, or for multiple manager, or multiple departments
- Two (2) years of experience scheduling events, conferences, department wide training or other multi participant activities
- Prior experience gathering and tracking departmental information and maintaining departmental reports
- Prior experience coordinating and tracking short term projects within the department
- Experience managing email and written communication
- Intermediate proficiency with Microsoft Office Suite applications including Word, Excel, PowerPoint, Outlook (Candidate may be required to test for proficiency)

Knowledge, Skills, Abilities and Other Characteristics
- Intermediate proficiency with Microsoft Office Suite applications including Word, Excel, PowerPoint, Outlook
- Thorough knowledge of the principles and techniques of office practices and procedures
- Excellent interpersonal, verbal and written communication skills necessary to communicate with all levels of staff and a patient population composed of diverse cultures and age groups
- Organizational and Project Management Skills
- Excellent customer service skills
- Demonstrated good computer and keyboarding skills
- Demonstrated good phone and email etiquette skills with strong response times
- Demonstrated analytical and organizational, problem-solving, critical thinking, and conflict management/resolution skills
- Demonstrated attention to detail, accuracy and precision
- Demonstrated positive and proactive approach to work
- Ability to think and make decisions independently
- Ability to perform general office administration activities (copying, faxing, filing)
- Ability to prioritize, plan, and organize projects and tasks
- Ability to multi-task and meet deadlines in a fast paced and stressful environment
- Ability to maintain a professional demeanor and composure when challenged
- Ability to function autonomously and as a team member in a multidisciplinary team
Physical and Environmental Demands
This position is functioning within a healthcare environment. The incumbent is responsible for adherence to all hospital and department specific safety requirements. This includes but is not limited to the following policies and procedures: complying with Personal Protective Equipment requirements, hand washing and sanitizing practices, complying with department specific engineering and work practice controls and any other work area safety precautions as specified by hospital wide policy and departmental procedures.

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of the personnel so classified.

For purposes of the American with Disabilities Act, “Typical Duties” are essential job functions.

Approval:  
Alesia Coe  
Associate Nurse Executive, Inpatient  
12/8/16

Approval:  
Gladys Lopez  
Chief of Human Resources  
Date