



**Job Code:** 1687  
**Grade:** 23  
**HCWR:** N

**Job Title**  
Assistant Administrator

**Department**  
Administration

This position is exempt from Career Service under the CCH Personnel Rules.

### **Job Summary**

The Assistant Administrator has responsibility for the coordination and execution of all administrative reporting functions to support the Human Resources (HR) services for the purpose of fulfilling Cook County Health (CCH) and department goals. This is a highly confidential position.

### **Typical Duties**

- Assists in a variety of areas such as development of operational plans, achievement of strategic goals and priorities, organizational development, and managerial effectiveness by providing directly or through subordinates, policy direction, technical assistance, organizational support, managerial expertise, advice and counsel.
- Serves as an HR Liaison to the Employment Plan Officer (EPO).
- Tracks Employment Plan compliance and supports administrative functions of the Employment Plan policies to ensure compliance.
- Provides high level administrative support preparing departmental correspondence, presentations, and year end progress reports.
- Provides business proposals and process improvement plans to the senior management on a variety of policy and procedural matters.
- Monitors and evaluates department budgets and expenditures and revenues.
- Develops requisitions and processes invoices.
- Prepares fiscal reports and reconciles budgets to reflect operating costs and labor cost.
- Develops and coordinates the operating and capital equipment budget for the department.
- Follows up with the capital equipment status.
- Collects and analyzes data, researches trends, drafts reports, and makes recommendations accordingly.
- Responsible for the facilitation and coordination of multi-departmental projects and to ensure a comprehensive approach in managing CCH programs in the most effective and efficient way.
- Follows up and maintains records of all personnel in the department.
- Schedules and coordinates mandatory HR annual training as required.
- Tracks mandatory compliance training throughout CCH.
- Generates various reports as requested by Leadership used to monitor performance.
- May investigate personnel matters.
- Performs other related duties as required.



### **Minimum Qualifications**

- Bachelor's degree from accredited college or university
- Seven (7) years of experience working directly for an executive leader or department head
- Three (3) years of experience in preparing and consolidating budgets for multiple or large departments
- Prior experience in an administrative, human resources, financial, or operations capacity within a Healthcare or Hospital setting  
Prior experience with personnel administration, i.e. maintaining department FMLA and leave records, maintaining compliance training schedules, tracking performance review schedules, maintaining and updating job description library, or policy manuals, etc.
- Prior experience collecting data and preparing reports
- Prior experience in project management with responsibility for tracking timetables and project status
- Prior experience dealing with employees at all levels of the organization
- Advanced proficiency in Microsoft Office including Word, Excel, and PowerPoint

### **Preferred Qualifications**

- Master's degree from an accredited college or university
- Prior experience in a supervisor capacity

### **Knowledge, Skills, Abilities and Other Characteristics**

- Strong interpersonal skills for dealing with Hospital staff at all levels of the organization
- Strong written and verbal communication
- Analytical and problem-solving skills
- Mathematical and statistical skills for preparing reports
- Strong attention to detail
- Flexibility and adaptability in performing work duties
- Strong project management skills

### **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.**

