



**Job Code:** 8172

**Grade:** 24

**HCWR:** N

**Job Title**

Executive Administrator

**Department**

Administration

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

**Job Summary**

The Executive Administrator will serve as corporate liaison for continuous improvement responsible for driving key strategic initiatives across Cook County Health (CCH) that are consistently aligned with the Mission, Vision, and Core Values. This position will be critical to the identification, implementation, and coordination of various cross functional process improvement projects. This individual should demonstrate the ability to build cross-functional relationships and to take the initiative on a variety of organizational matters from strategy and operations to policy. The ideal candidate should also be able to communicate diplomatically and with the utmost discretion with all levels of the organization, from the Executive Officer to management to frontline staff.

**General Administrative Responsibilities**

*Collective Bargaining*

- Review applicable Collective Bargaining Agreements and consult with Labor Relations to generate management proposals
- Participate in collective bargaining negotiations, caucus discussions and working meetings

*Discipline*

- Document, recommend and effectuate discipline at all levels
- Work closely with labor relations and/or labor counsel to effectuate and enforce applicable Collective Bargaining Agreements
- Initiate, authorize and complete disciplinary action pursuant to CCH system rules, policies, procedures and provision of applicable collective bargaining agreements

*Supervision*

- Direct and effectuate CCH management policies and practices
- Access and proficiently navigate CCH records system to obtain and review information necessary to execute provisions of applicable collective bargaining agreements



### General Administrative Responsibilities

#### *Management*

- Contribute to the management of CCH staff and CCH' systemic development and success
- Discuss and develop CCH system policies and procedures
- Consistently use independent judgment to identify operational staffing issues and needs and perform the following functions as necessary; hire, transfer, suspend, layoff, recall, promote, discharge, assign, direct or discipline employees pursuant to applicable Collective Bargaining Agreements
- Work with Labor Relations to discern past practice when necessary

### Typical Duties

- Provides leadership and effective management in all areas of staffing, administration, and project completion.
- Reviews and submits timesheets to Payroll for Executive Administration, when needed.
- Manages the daily calendar of the Chief Executive Officer, CCHHS (CEO) and for Executive Office, as needed in the absence of the designated Executive Assistant.
- Facilitates end to end process for staff town halls, executive staff meetings, major CEO presentations, CEO key events, and ensure all appropriate staff notifications, etc.
- Keeps the CEO informed of pending matters and appointments.
- Drafts the CEO's reports to staff and others as requested.
- Provides executive-level support to top decision-makers and project managers while providing detailed feedback on critical and/or confidential decisions.
- Functions as a liaison for the Executive Office to the Board Directors, Executive Leadership, Patients, Health Staff, Industry Representatives, Key Stakeholders and others including, but not limited to, report reminders, collection, and consolidation. Follows up with the CEO until final version achieved, scheduling of briefings and meetings, information distribution, meeting minutes, critical updates, resolution review and tracking.
- Participates on behalf of the Executive Office on strategic and operational initiatives across CCH, i.e., process improvement, business strategy development, market analysis, etc.
- Identifies concerns and/or issues requiring escalation to the Executive Office and follow up by addressing the latter with appropriate stakeholders.
- Monitors healthcare sector trends and be well-versed in, or willing to learn, federal and state regulations and policies relevant to the health industry.
- Audits and evaluates intradepartmental processes. Recommends process changes to enhance operations or improve outcomes as needed.
- Facilitates improvement on cross functional operational initiatives including tracking and trending milestones and progress towards goals.
- Monitors supplies inventory and requests purchase orders for supplies and equipment as approved by the CEO. When ordered items arrive, checks to make sure the order was filled correctly, resolves any discrepancies, submits copy of purchase order (PO) for payment. Requests purchase requisitions for subscriptions and professional memberships and tracks through to payment. Researches and resolves vendor account issues. Maintains



### **Typical Duties**

- departmental records of all purchases and payments.
- Makes travel arrangements, prepares travel approval requests and reimbursement vouchers and submits signed forms to Finance for reimbursement or payment.
- Receives, opens, date stamps and distributes incoming mail; handles outgoing mail, including arrangements for express mail and hand deliveries.
- Tracks and renews any Executive Administration subscriptions and memberships.
- Assists with meetings and special programs. For example, schedules meetings on Microsoft Outlook, purchases and coordinates serving of refreshments; arranges for room and audio/visual equipment set-ups and follows up to ensure that everything is in place prior to the event; duplicates materials.
- Creates documents, charts, graphs, overheads and other presentation materials, as needed.
  - Tracks and collects reports and other deliverables requested by CEO. Ensures timeliness, accuracy and completeness.
- Assists with document preparation and maintenance for as needed.
- Tracks budgeted Executive level positions and prepares HR submissions for requested positions.
- Assists with budget planning and monitoring expenses relative to budget.
- Maintains organizational charts for Divisions within CCH.
- Tracks and maintains performance evaluation compliance and annual compliance training for all staff.
- Answers and screens incoming phone calls. Reviews CEO's voicemail to return calls, summarize and send to the CEO or forward to appropriate department.
- Prepares agendas and meeting minutes, as needed.
- Scans and electronically organizes documents for easier reference, when needed.
- Participates in key strategic and operational meetings both internal and external to the organization on behalf of the Executive Office.
- Performs other duties and/or projects as assigned.

### **Reporting Relationship**

#### **Minimum Qualifications**

- Bachelor's degree from an accredited college or university
- Five (5) years of experience providing leadership support to an Executive level role and budget planning and monitoring expenses
- Prior experience working on process improvement projects
- Intermediate proficiency with Microsoft Office (Word, Excel, Outlook PowerPoint)

#### **Preferred Qualifications**

- Master's degree from an accredited college or university
- Five (5) years of experience providing leadership support to an Executive level role and budget planning and monitoring expenses



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

- Knowledge and proficiency in Microsoft Office (Word, Excel, Outlook and PowerPoint).
- Demonstrated knowledge and experience conducting quantitative research and data analysis.
- Excellent verbal and written communication skills necessary to communicate with all levels of staff and a patient population composed of diverse cultures and age groups.
- Excellent program development, management and leadership skills.
- Polished interpersonal skills with emphasis on discretion and diplomacy.
- Strong attention to detail, accuracy and precision.
- Proven presentation and organizational skills.
- Ability to pivot and adapt to both independent and team-based settings.
- Highly detail-oriented, resourceful, and self-motivated.
- Monitors healthcare sector trends and be well-versed in, or willing to learn, federal and state regulations and policies relevant to the health industry.
- Able to prioritize among competing demands and establish processes to assure timely, accurate, and effective completion of multiple projects.
- Resourceful, creative professional with excellent analytical and problem-solving 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.**