

**Internal / External
23-02**

Position:	Executive Assistant		Number of Positions:	1
Classification:	FULL-TIME	NON-UNION	FTE:	1.0 = 35 HOURS PER WEEK
Department:	OFFICE OF THE MEDICAL OFFICER OF HEALTH		Program:	MEDICAL OFFICER OF HEALTH
Location:	BARRIE		Anticipated Date of Hire:	AS SOON AS POSSIBLE
Salary Range:	\$37.27 – 41.74 HOURLY		Posting Date:	JANUARY 4, 2023
Criminal Record Check:	Required <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO		Vulnerable Sector Screening:	Required <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO

Purpose of Position:

To provide senior administrative support to the Medical Officer of Health (MOH)/Chief Executive Officer (CEO) including calendar and correspondence management, tracking and follow up, administrative support, and meeting coordination. Responsibilities include coordinating and ensuring that agency-wide information requirements are met in relation to the MOH/CEO functions including documentation and records management. Participates in planning of the Board of Health and Executive Committee meetings and other committees and meetings as required including materials coordination and preparation, minute taking, document management and distribution, action tracking and follow up, and records management. This position provides back up support to the Administrative Assistant to the Associate MOHs and Chief Nursing Officer (CNO).

Responsibilities:

- Provide administrative support to MOH/CEO
- Organize and expedite flow of work through the Office of the MOH
- Coordinate administrative services for the Board of Health and Executive Committee
- Coordinate special project work as required to support Agency and Department objectives
- Provide Human Resource Coordination and Functional Supervision
- Contribute to team and agency effectiveness

Specific knowledge, skills, abilities:

- Advanced skills in Microsoft Word, Excel, PowerPoint and Outlook
- Intermediate skills in Microsoft Access and Visio
- Advanced keyboarding skills including speed and accuracy
- Advanced proof-reading skills
- Advanced record/data management skills, including the development of electronic and paper filing systems.
- Advanced ability to establish and maintain an information/resource database relevant to program or functional unit
- Advanced ability to develop and/or format materials and documents in accordance with agency standards including the selection of appropriate graphics and resources

- Advanced ability to organize and prioritize work
- Advanced ability to manage time effectively and meet deadlines
- Advanced ability to manage multiple demands and coordinate the work and schedules of others
- Advanced oral communication and interpersonal skills including ability to effectively assess and respond to routine and challenging situations or demands from external agencies, partners, government, and the public
- Advanced negotiation and problem-solving skills in relation to balancing staff and public demands and work priorities
- Advanced problem-solving and analytical skill with the demonstrated ability to assess and respond to non-routine information/situations/circumstances
- Advanced written communications skills including the ability to communicate ideas effectively via email, prepare reports and correspondence for senior management signature, review and edit correspondence and reports, synthesize discussions and take minutes at meetings
- Ability to exercise strict confidentiality, good judgment and diplomacy under pressure
- Basic leadership, team building & facilitation skills, and experience problem solving and priority setting
- Able to work independently within established parameters and to function effectively as a member of a team.

Education:

College Diploma - completion of two-year office administration program.

Related Experience:

5-7 year's relevant progressive experience in senior office administration with proficient office technology skills. Commitment to further academic studies relevant to the position is encouraged.

Preference will be given to candidates with the following qualifications which are considered assets in this competition:

- Experience in editing, updating, and maintaining CMS (Sitefinity) or equivalent website building applications
- Knowledge and experience within the public or not-for-profit sectors
- Experience with multiple-user filing systems
- Able to comprehend the key functions of the agency and support others to work in support of these functions
- Able to work with a wide range of people both inside and outside of the agency

Deadline: 4:00 pm, WEDNESDAY, JANUARY 11, 2023

This is an internal non-union posting. External applicants may be considered when the internal recruitment process does not result in a successful internal candidate.

For further details: refer to the **DRAFT – Executive Assistant - MOH** position description.

For both internal SMDHU applicants and external applicants interested in applying for this position, please forward your completed application to Human Resources at hr@smdhu.org referencing posting #23-02 in the subject line. Your formal application consists of submitting both an up to date résumé and a separate cover letter including specific examples in detail of how you meet the minimum requirements and qualifications of this position.

The cover letter is to clearly identify:

- How your education meets the educational requirements listed.
- How your experience meets the experience requirements listed.
- How your experience meets each of the minimum requirements of the job listed.
- How your education and/or experience meet each of the qualifications listed which are considered assets in this competition

Applicants who fail to satisfactorily provide the information requested above in their cover letter will be deemed to not meet the minimum job requirements listed in this job posting. Accordingly, their application will not be considered in this competition.

Following submission of your e-mailed cover letter and resume, you will receive a standard reply e-mail confirming your e-mail was received by SMDHU. If you do not receive this confirmation e-mail your electronic application was not received and you will not be considered. Also, if SMDHU's confirmation e-mail is dated/timed after the posting deadline, your application will not be considered.

If selected for an interview, candidates may be assessed through testing and/or by providing a presentation/portfolio highlighting examples of their work that is applicable to the position being applied to.

Up to date COVID-19 vaccination is an essential requirement of the job. An individual is "up to date" on their vaccinations if they have received all doses recommended by the Ontario Ministry of Health in their primary series of COVID-19 vaccine, including relevant booster doses based on established eligibility criteria and having received the final dose of the COVID-19 vaccine at least 14 days ago. SMDHU is an equal opportunity employer. The possibility of accommodation will be considered during the hiring process.

The Simcoe Muskoka District Health Unit is an equal opportunity employer. Accessibility accommodations are available for all parts of the recruitment process upon request. Due to the number of qualified applications we receive, only those selected for an interview will be contacted. All candidates must be legally entitled to work in Canada.