



Simcoe Muskoka District Health Unit
POSITION DESCRIPTION

POSITION TITLE: EXECUTIVE ASSISTANT - MOH	POSITION NUMBER:
SERVICE AREA: Medical Officer of Health	PROGRAM AREA: MOH/CEO
REPORTS TO: Medical Officer of Health	REVIEW DATE: May 10, 2006
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).	
POSITION SKILLS & COMPETENCIES REQUIRED:	
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.	
Specific knowledge, skills, abilities: <ul style="list-style-type: none">• 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	

POSITION TITLE – Executive Assistant - MOH

POSITION SKILLS & COMPETENCIES REQUIRED Continued:

- Able to work independently within established parameters and to function effectively as a member of a team

KEY AREAS OF RESPONSIBILITY (ACCOUNTABILITY):

Provide administrative support to MOH/CEO Ave. % of time: 35%

- Coordinates and manages calendars, including scheduling of activities/meetings
- Makes arrangements for internal and external conferences, meetings, appointments, etc., such as room booking and meeting preparation, attendance and follow up as required
- Supports the MOH/CEO in organizing documents and processes for recruitment and orientation of Senior Management positions.
- Drafts and/or formats presentations and reports consistent with agency standards and corporate style guide
- Provides administrative coordination for events including booking location, registration, attendance, preparing agendas, booking equipment, assisting with room set-up, preparing evaluation forms, completing meeting minutes, copying documents as required, completing summary of evaluations.
- Maintains relevant distribution lists and contact directories
- Maintains and updates the agency internet Health Professionals Portal pages
- Organizes and maintains filing system

Organize and expedite flow of work through the Office of the MOH

Ave. % of time: 20%

- Organizes and expedites workflow through the Office of the MOH; keeps track of tasks and deadlines assigned; provides correspondence tracking and follow up
- Establishes and maintains standards for the management of files and records for Office of the MOH, and the agency including information on confidential personnel matters, budget and department operations
- Receives and coordinates incoming mail addressed to the Office of the MOH; ensures confidentiality and follows up with time sensitive material
- Drafts, prepares and proofs routine and confidential correspondence for the signature of the MOH and AMOHs and Board Chair
- Consults with MOH and Vice Presidents re issues that require inter-department collaboration and/or problem-solving including items which may be taken to the meetings of Agency Management Committee, Executive Committee or the Board of Health
- Coordinates communications to all staff, the Board of Health and external partners.

KEY AREAS OF RESPONSIBILITY (ACCOUNTABILITY) Continued :

Coordinate administrative services for the Board of Health and Executive Committee **Ave. % of time: 30%**

Board of Health:

- Participates in agenda review and planning
- Coordinates the preparation and distribution of meeting materials
- Correspondence management and tracking
- Coordinates arrangements for conferences and external activities and record keeping related to per diems, mileage and expenses
- Records management

Executive Committee:

- Provides administrative support for the Executive Committee, which is the general administrative body for the agency
- Coordinates, prepares and distributes meeting schedules, agendas, meeting material packages, minutes and communications
- Liaison is done with VPs to follow up on timelines, projects and directives
- Provides coordination of activities required by Executive outside of the Executive Committee meetings (e.g. Coordinating of Program Reviews, Strategic Direction Issue Discussions)
- Records management

Coordinate special project work as required to support Agency and Department objectives **Ave. % of time: 5%**

Department objectives

- Support committees and meetings as required
- Makes recommendations to appropriate senior staff in relation to agency procedures to ensure consistent application of agency policies and procedures

Provide Human Resource Coordination and Functional Supervision **Ave. % of time: 10%**

- Coordinates the recruitment and hiring process for senior staff positions
- Coordinates interview process for senior staff positions
- Provides input into hiring decisions for support staff positions through participation in the interview process and provides input into the performance reviews for these staff
- Drafts and processes letters of hire, termination, transfer, for MOH's signature
- Processes moves, adds, changes requests for phone, computer access and e-mail for the Office of the MOH
- Updates and maintains organizational charts for the agency
- Organizes orientation for new senior staff
- Coordinates scheduling of administrative support to meet the needs of the Office of the MOH
- Arranges for additional assistance for projects, coverage during vacations or absences
- Ongoing liaison with administrative staff to identify needs related to office systems and processes and identify and assist in resolving issues as they arise

KEY AREAS OF RESPONSIBILITY (ACCOUNTABILITY) Continued:

Contribute to team and agency effectiveness

Ongoing

- Works collaboratively as a member of the team; contributes to positive team functioning
- Assists departments, program and functional units in carrying out their mandates
- Demonstrates commitment to, and functions in a way that is consistent with the Agency mission, vision, values and strategic directions
- Respects and ensures confidentiality in all work performed on behalf of the Agency
- Demonstrates a strong customer service focus in dealing both internally and externally
- Participates on Agency-related committees as assigned
- Understands the need to become redeployed and/or reassigned as part of the public health response to an emergency or natural disaster

Management has the right to change position requirements from time to time as Agency conditions dictate.

CONTACTS & COMMUNICATION:

Internal: Board of Health members, Executive Committee, management committees, MOH, AMOHs, CNO, vice presidents, managers and supervisors and staff across the agency.

External: Physicians, health care executives, government leaders, community groups, medical officers of health, peers and management in health care settings, schools, other health units, other health care and social service agencies, laboratories, and municipal contacts and provincial ministries; clients; general public; vendors and recruitment candidates.

RESPONSIBILITY FOR RESOURCES:

Financial: Reviews and ensures accuracy of timesheets, mileage, contracts or records for approval by the Office of the MOH. Processes monies as required. Tracks financial expenditures and commitments on behalf of the MOH.

Information: Maintains confidential personnel and financial information; prepares minutes for various meetings, correspondence and reports; develops and maintains information management systems and practices for agency records; correspondence management, tracking & follow-up for MOH/CEO.

Materials and Equipment: Processes requisitions for MOH's signature. Responsible for equipment in the Office of the MOH; recommends effective use of agency software and systems to support the Office of the MOH. Use of equipment related to position function e.g. laptop, printer, office equipment; requests maintenance as required.

POSITION TITLE – Executive Assistant - MOH

EFFORT REQUIRED:

Mental:

- Considerable attention to detail/audio concentration for telephone, communications or one-to-one interactions and acts as the link between health care practitioners, Health Unit staff etc. and the Office of MOH; minute taking
- Considerable attention to detail/visual concentration for computer, reading/checking/verifying information for accuracy. Correspondence under the signature of the MOH/AMOHs, critical for image, must be accurate.
- Considerable deadlines are related to board of health meeting planning; mileage & time sheets, agency demands and program requests
- Considerable interruptions due to multi-tasks, staff requiring support and direction regarding contact with the MOH, changing priorities/technology i.e. must integrate changing agency policies/procedures into practice, involved with telephone systems, office moves, new database/software applications
- Critical assessment and analysis required for appropriate addressing and directing of calls for the MOH and AMOHs; assessing need and identifying options for administration systems e.g. filing system.
- Problem solving and resolving conflicts including balancing workload and priorities, coordinating administrative support to the MOH/CEO, scheduling and coverage

Physical:

- Considerable sitting at workstation
- Considerable manual dexterity when using computer for keyboarding/data entry

WORKING CONDITIONS SPECIFIC TO POSITION:

- Standard office environment
- Limited overtime is required to meet job demands
- Limited travel is required to attend meetings

I have read the Position Description and understand the duties and responsibilities as assigned.

EMPLOYEE’S SIGNATURE: _____

MANAGER’S SIGNATURE: _____

POSITION HISTORY:

Nov. 2/06 – Minor modifications were made to Position Description as a result of the Job Evaluation Committee review of all agency non-union positions, including reconsideration requests.
 Dec 22/22 – Minor modifications to Position Description were made prior to posting, changes reflected language and clarity of duties.