

EXECUTIVE ASSISTANT (HEALTH)

JG XVI

DISTINGUISHING FEATURES OF THE CLASS: Under general direction of the Commissioner of Health is responsible for carrying out administrative duties within the Department of Health. Exercises direct and indirect supervision over a number of employees.

TYPICAL WORK ACTIVITIES:

Supervises personnel carrying out administrative duties within the Department of Health including personnel, budgetary, and auxiliary service functions;
Interviews, hires, disciplines and discharges employees;
Confers with supervisors on staffing problems;
Coordinates the preparation of departmental budget with division chiefs and deputies;
Works with community officials to arrange office space for Health Department personnel and maintains liaison with those officials on Health Department matters;
Supervises and directs the maintenance of records of operating expenses, revenues, etc.;
Controls departmental requisitioning of supplies;
Directs staff in compiling reports on public health administration;
Represents the Health Department on administrative matters at legislative hearings and committee meetings;
Represents the Health Department at village and town board meetings, and with civic and community groups;

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of the general field of public health work and its objectives;
Thorough knowledge of business methods and procedures;
Good knowledge of personnel procedures and budgeting;
Ability to plan and supervise the work of others;
Tact;
Initiative;
Discretion;
Courtesy and the ability to get along well with others.

MINIMUM QUALIFICATIONS:

- A) Graduation from a recognized college or university with a Bachelor's degree and possession of a Master's degree in Business Administration, Health Care Administration or a field closely related to Health Care Management supplemented by four (4) years of satisfactory work experience in Health Care Administration; or,
- B) A satisfactory equivalent combination of training and experience.