

SPECIAL ASSISTANT TO THE COMMISSIONER OF HEALTH

DISTINGUISHING FEATURES OF THE CLASS: The work involves serving as Personal assistant to the Commissioner of Health and assisting in the Commissioner's administrative and management duties. The work involves assisting in the development and implementation of policies for the Commissioner of Health, reporting directly to him/her. The incumbent supports Department of Health operations and administration; develops, monitors, and maintains tracking and reporting of administrative functions; and performs complex clerical operations, relieving the Commissioner of administrative details and contacts which should be properly made with subordinate personnel. Work is performed under the general direction of the Commissioner with leeway allowed for the exercise of independent judgment regarding departmental policies and procedures. Supervision is exercised over lower level professional and clerical staff. Does related work as required.

TYPICAL WORK ACTIVITIES:

Assists in implementing the goals and objectives of department's strategic plan;
Tracks and assists in processing subpoenas, FOIL, and HIPAA requests for the department;
Performs research and prepares reports on analysis and findings;
Analyzes specific administrative problems and recommends solutions;
Confers with other department supervisors in the formulation of personnel, supervisory and procedural policies for the Health Department
Attends meetings, training sessions and conferences relating to Public Health as required;
Plans, organizes, and coordinates Commissioner's activities;
Screens mail received and attaches any previous correspondence, reports or records before submitting to the Commissioner;
Maintains schedule diary of work and appointments;
Compiles confidential reports and collects data;
Tracks and maintains all employee evaluations for department;
Tracks all technical devices for department;
Carries out special assignments for the Commissioner of Health.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of the rules and regulations governing the Erie County Health Department; thorough knowledge of the general field of Public Health work and its objectives; thorough knowledge of organization and functions of the Health Department; ability to maintain personnel and activity control records; ability to effectively supervise employees; ability to prepare and analyze comprehensive reports, charts and records; ability to communicate and deal effectively with the public; proficient in Word, Excel, Outlook, and PowerPoint computer applications; physically capable of performing the essential functions of the position with or without reasonable accommodation.

MINIMUM QUALIFICATIONS:

One year of study at a regionally accredited or NYS registered college and seven years of Health Administration Office experience developing, administering, and/or implementing Public Health Department activities.

SPECIAL REQUIREMENTS:

Proficiency in SAP, DLAN, and HIN Systems, MS Office; Outlook, Word, Excel, Power Point, Publisher, Visio and Adobe Acrobat Professional.

NOTE: Verifiable part-time and/or volunteer experience will be pro-rated toward meeting full time experience requirements.