



## Public Health Department Sample Job Description

### **Executive Assistant to the Department Director**

**Position Summary:** The Executive Assistant is responsible for assisting and supporting the Health Department Director and the Deputy Directors to achieve the Department's vision, mission, values, strategic plan goals and objectives. The Executive Assistant proactively supports the Executive Leadership Team on all aspects of daily routine work and special projects and provides ongoing administrative and operational support.

#### **Essential Duties:**

- Identifies priority matters for the Director and Deputy Directors; redirects matters to staff to handle or handles matters personally, as appropriate.
- Provides and obtains information and completes proper disposition of problems.
- Serves as the internal and external primary point of contact for the Director.
- Coordinates the flow of information to the Director's office as required for policy, program, and operational decisions.
- Assists with a variety of special administrative projects for the Director.
- Manages daily operations for the Director and Deputy Directors, including:
  - Greets/directs visitors and staff, as appropriate, with good judgment, courtesy, and tact.
  - Answers and responds to phone calls and communicates messages and information to the Director and Deputy Directors.
  - Manages the Director's and Deputy Directors' calendars.
  - Organizes and prepares for meetings, including arranging logistics and gathering and distributing meeting materials, taking and transcribing meeting minutes.
  - Prepares correspondence and other written materials.
  - Develops and maintains an efficient paper and electronic filing system for various records and documents.
  - Coordinates travel arrangements for the Director and Deputy Directors.
  - Handles printing, mailing/overnight packages, copying, filing, and email/messages.
- Professionally represents the department and interacts effectively with a wide range of external stakeholders and interested parties.
- Handles highly sensitive information and maintains confidentiality, using tact and discretion.
- Serves as the coordinator to the governing entity, scheduling and attending meetings, interfacing with the Chair and other members, taking and transcribing minutes, and handling all correspondence for the Board.
- Works closely with executive leadership team to implement the department's strategic plan and operational goals.
- Supports, as appropriate, strategic planning, community health assessments and improvement planning, quality improvement, emergency preparedness, performance management, accreditation, and other department initiatives.
- Engages in continuous quality improvement efforts of executive office administrative practices.
- Performs related work as required.

The above statements reflect the general duties considered necessary to describe the principal functions of the job and shall not be considered as a detailed description of all the work requirements that may be inherent in the job.

**Core Competencies:**

The Core Competencies for Public Health Professionals contain 56 competency statements that apply across the public health workforce for all those engaged in the practice of public health. All of the Core Competencies are vital for the effective provision of public health activities. While the person in this position may be called on to demonstrate other Core Competencies, below is a list of the most essential for this position.

- 2.6. Engages in organizational strategic planning.
- 3.2. Communicates with internal and external audiences.
- 3.4. Facilitates communication among individuals, groups, and organizations.
- 4.1. Applies principles of ethics, diversity, equity, inclusion, and justice.
- 4.3. Recognizes the diversity of individuals and populations.
- 7.4. Engages in professional development.
- 7.10. Applies critical thinking in decision making.
- 7.11. Engages individuals and teams to achieve program and organizational goals.

**Qualifications:**

- Bachelor's degree in public administration, business administration or a related field and a minimum of 3 years of experience in the field.
- The bachelor's degree may be substituted with an equivalent combination of education and a minimum of 5 years demonstrated executive administrative experience.
- Experience providing executive administrative support preferred.

**Required Knowledge Skills and Abilities:**

- Knowledge of modern office practices and procedures.
- Knowledge of the principles and practices of the Home Rule Charter form of government.
- Microsoft Office Suite skills.
- Written and verbal communication skills.
- Organizational skills.
- Relationship-building skills.
- Computer skills.
- Project management skills.
- Problem-solving and decision-making skills.
- Time-management skills.
- Ability to set priorities.
- Ability to pay attention to detail.
- Ability to multitask.
- Ability to understand and execute complex written and oral instructions.
- Ability to interact appropriately and effectively with a wide range of people.
- Ability to maintain and handle confidential information.
- Ability to follow protocol, procedures, and established guidelines.
- Ability to adapt to changing circumstances and needs.
- Ability to manage a demanding and changing workload.
- Demonstrates a strong work ethic.

**Physical Demands:**

- Far visual acuity
- Near visual acuity
- Hearing

- Keyboarding
- Sitting
- Speaking

The Health Department is an equal opportunity employer.

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