

## **GENESEE COUNTY**

### **SENIOR EXECUTIVE ASSISTANT**

**DISTINGUISHING FEATURES OF THE CLASS:** This is an important position involving the performance of confidential and complex secretarial tasks for a high level administrator. The work involves responsible tasks requiring a high degree of mature judgment and knowledge of program policies and procedures. The incumbent exercises considerable independent judgment and acts on behalf of the administrator when assigned. The employee in this position reports directly to the administrator and is permitted considerable freedom in referring or responding to inquiries. Supervision of the staff performing front desk/switchboard operations of the nursing home is an important function. Does related work, as required.

#### **TYPICAL WORK ACTIVITIES:**

Serves as clerical assistant to the Administrator;  
Receives and directs sensitive, confidential information regarding regulatory compliance with the New York State Health Department and other regulatory agencies, matters of the Union, employees, residents and family members. Handles such matters when appropriate or forwards to appropriate managerial staff;  
Prepares the Facility Survey Report (FSR) and other required paperwork for state surveyors at time of annual survey.  
Verifies and maintains credentials of medical/professional staff and consultants and sends out information to others, including outside agencies regarding potential medical staff appointments, if needed and appropriate;  
Prepares grievance responses for Department Head and formulates response to appropriate Union;  
Maintains departmental compliance with the County's Worker's Compensation policies and interaction with the County Self Insurance Administrator.  
Collects data and is responsible for compliance with OSHA;  
Prepares a variety of minutes and reports for the Quality Assurance Team, Management Team, Resident Council and others, and distributes these reports.  
Assists with assembling back-up materials for resolutions to be presented to the County Legislature;  
Prepares annual rate change addenda to be distributed to residents and responsible parties.  
Responds to and/or refers outside concerns in the absence of the Administrator;  
Assists with formulation and preparation of departmental budget.  
Plans and implements the marketing program of the nursing home, including print and radio advertisements.  
Staffs, trains, and supervises front desk staff for nursing home.  
Prepares letters and notices to families.  
Prepares grant applications  
Serves as liaison to Nursing Home Corporate Compliance Officer  
Files and maintains Criminal History Record Checks for all new employees.

The above examples of duties are intended only as illustrations of the various types of work performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

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### **FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND/OR PERSONAL CHARACTERISTICS:**

Good knowledge of office terminology, practices and procedures; ability to type accurately at an acceptable rate of speed; proficiency with Microsoft Office; ability to understand and follow oral and written directions; ability to work under time constraints and handle multiple assignments; ability to maintain confidentiality, good judgment, initiative, resourcefulness, tact and courtesy.

The physical demands of this position are consistent with an office environment and must be met by this employee to successfully perform the essential functions of this job.

Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions of this job.

While performing the duties of this job, the employee is frequently required to sit, use hands to type, finger, handle, or feel objects, tools, or controls; and reach with hands and arms. The employee is required to speak, write, and understand English.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to focus on computer screen.

The noise level in the work environment is usually quiet.

**MINIMUM QUALIFICATIONS:** Graduation from high school or possession of an appropriate equivalency diploma recognized by the NYS Department of Education, **AND EITHER:**

- A. Graduation from a regionally accredited or NYS registered two year college with an Associate's degree in Secretarial Science, Office Technology-Secretarial or related field, **AND** one (1) year of full-time, paid clerical experience which shall have included typing;

**OR:**

- B. Completion of a minimum of 65 semester credit hours from a regionally accredited or NYS registered college or university, including a minimum of 24 semester credit hours in Office Technology, **AND** one (1) year of full-time, paid clerical experience which shall have included typing;

**OR:**

- C. Five (5) years of full-time, paid work experience as a clerical assistant or office manager and proficiency in Microsoft Office.

All qualified applicants will be afforded equal employment opportunities without discrimination because of race, creed, color, national origin, sex, age, disability or marital status.