



## POSTION DESCRIPTION

**JOB TITLE:** Executive Assistant  
**FLSA STATUS:** Non-Exempt  
**DATE:** 6/23

**DEPARTMENT:** Admin  
**LOCATION:** Branson  
**REPORTS TO:** Tiffany Stevens

### JOB SUMMARY

The Executive Assistant provides high level administrative support to the Director and the leadership team. Responsibilities include performing a variety of more complex and advanced administrative work, compiling and preparing correspondence, reports, and presentations and preparing and facilitating specials assignments and programs.

### ESSENTIAL DUTIES, FUNCTIONS, AND RESPONSIBILITIES

- Provides direct support to the Director and Department Leadership
- Performs a variety of more complex and advanced administrative work.
- Compile, prepare and edit correspondence, reports, and presentations.
- May deal with highly confidential and sensitive information.
- Responds to correspondence and manages calendars. Edits and proofreads documents.
- Communicates with others in person, telephone, and/or email. May receive and screen visitors and handles general inquiries.
- Assists with preparing for and facilitating meetings, conferences, programs and/or special events.
- Attends meetings as assigned and reports on actions. Records, transcribes, and distributes meeting minutes.
- Establishes and maintains filing systems. Orders and stocks supplies.
- Performs a variety of clerical duties to facilitate operations (e.g., sorts and distributes mail, makes copies, files and retrieves documents, data entry, scanning records. Distributes client information, forms, and required documentation for services) Receives and forwards phone calls and responds to callers assuring for politeness, confidentiality, and professionalism.
- Provides assistance to the leadership team to complete projects and tasks

### TCHD GENERAL PUBLIC HEALTH RESPONSIBILITIES

- Must in engage in the TCHD Strategic plan including development, planning and implementation
- Must incorporate TCHD core values of caring, protecting and serving into everyday responsibilities
- Must participate in Continuous Quality Improvement at TCHD by promoting, planning, and/or implementing.
- Must participate in planning and execution of your division Performance management goals.
- Must establish individual performance and professional goals and must accomplish these goals

on a yearly basis

- Must take a core competency assessment every 3 years and must establish and create and complete a training plan for improvement.

## **EDUCATION & RELATED EXPERIENCE**

- High school diploma or GED required
- Valid Missouri Driver License and daily access to a reliable and insured vehicle.
- Must be able to drive to multiple locations, community meetings, and trainings

## **KNOWLEDGE, SKILLS, AND ABILITIES**

- Excellent verbal and written communication skills.
- Excellent organizational skills and attention to detail.
- Excellent time management skills with a proven ability to meet deadlines.
- Excellent team player
- Strong analytical and problem-solving skills including conflict resolution skills.
- Ability to adapt to the needs of the organization and employees.
- Ability to prioritize tasks and to delegate them when appropriate.
- Thorough knowledge of employment-related laws and regulations.
- Proficient with Microsoft Office Suite or related software.
- Proficiency with or the ability to quickly learn the organization's HRIS and talent management systems.

## **PHYSICAL REQUIREMENTS**

<b>PHYSICAL TASK</b>	<b>PHYSICAL REQUIREMENTS</b>	<b>FREQUENCY</b>
Sitting	Must be able to remain in a stationary position for long periods of time.	Frequently
Standing	Must be able to remain in a vertical or upright position for long periods of time.	Frequently
Walking	Must be able to move about the work area, from one area to another to perform duties and assist clients.	Frequently
Lifting	Must be able to raise up to 20 pounds of supplies from a lower to a higher position or horizontally from position to position.	Occasionally
Carrying	Must be able to move 20 pounds of documents, supplies, and other equipment from one area to another.	Occasionally
Reaching	Must be able to extend upper extremities in an upward or downward direction to pick up files, work supplies, or other items.	Occasionally
Seeing	Must have visual acuity to make observations and work on a computer.	Constantly
Talking	Must be able to communicate verbally with co-workers, clients, and the general public to exchange information, respond to questions, and solve problems.	Constantly

Hearing	Must be able to receive information through oral communication.	Constantly
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## WORKING CONDITIONS

Most duties are performed in an office environment. The office work environment is usually a well-lighted environmentally controlled indoor environment with a moderate level of noise. Work hours may vary depending on the operational activities and required duties. The Director may at times have to address urgent issues outside of regular working hours.

**This job description is only a summary of the typical functions of the job, not an exhaustive or comprehensive list of all possible job responsibilities, tasks, and duties. The responsibilities, tasks, and duties may differ from those outlined in the job description and other duties, as assigned, may be required. This document does not create an employment contract. Employees are employed on an "at-will" basis and may be terminated at any time. Consistent with all federal and state disability laws, the Taney County Health Department will provide reasonable accommodation when requested by a qualified applicant or employee with a disability, unless such accommodation would cause undue hardship to the organization.**

**I have read and understood this positions description.**

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Managers' Signature

\_\_\_\_\_  
Date