



Position Description

Position Title:	Executive Assistant/Office Manager		Position #:	NEW
Working Title:	Executive Assistant/Office Manager		CS Status:	Classified
Division or Unit:	THRIVE		Reports to:	THRIVE Project
Employment Status:	Full-time	Pay Grade:	R4	FLSA Status: Non-Exempt
Funding Source:	Grant funded			
This position description was last approved by the Board of Health on:			November 23, 2020	

Position Summary:

Under general supervision of the THRIVE Project Manager, the Executive Assistant /Office Manager is responsible for overall office functions. Operates under the direction of the THRIVE Project Manager and performs executive assistant duties in a wide variety of assists the THRIVE Project Manager in a wide variety of technical and confidential administrative tasks through research, data collection, preparing statistical reports and handling confidential requests.

Develops and implements procedures relative to business and operational functions of the Stark County THRIVE office. Knowledge of regulations related to Ohio Department of Medicaid and Ohio Department of Health. Professionally interact with partner agency executive, financial and administrative officers. Comply with local, state and Federal governmental regulations.

Office manager works independently to create processes and procedures. Must be able to work independently and use own professional judgement to perform duties. Seeks input when needed and outside of responsibilities. The employee receives periodic review and appraisal of performance plus functional and administrative supervision.

The employee is responsible for confidential and personal information and must adhere to the confidentiality and privacy policies of the department, HIPAA and HITECH mandates, and HUB certification. This is an advanced, responsible and highly confidential position.

Essential Duties & Responsibilities: 40%

Operational Functions

- Prepare invoices, reports, composes memos, letters, and other correspondence and prepares financial statements and other documents, using word processing, spreadsheet, and database or presentation software.
- Conduct research, compile data, and prepare papers for consideration and presentation by executives and committees.
- Read and analyze incoming memos, submissions, and reports to determine their significance and plan their distribution.
- Perform general office duties, such as ordering supplies, maintaining records management database systems, inventory control, and performing basic bookkeeping work.
- Responsible for the financial operations of grant cycles including development of a process for creating disbursement of contractual funds and managed care plan outcome payments.

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- Reviews policies related to management of client referrals to the Stark County THRIVE Pathways HUB, as well as maintaining partner agency staff and department staff credentials and training to assure compliance with HIPAA, other programmatic guidelines, and HUB certification.
- Develops and implements plans for modernizing the confidential records function of the THRIVE program.
- Assures that confidential records storage is efficient and effectively utilizes limited space and other resources.
- Analyze internal processes and recommend and implement procedural or policy changes to improve operations.
- Compiles data and prepares statistical and fiscal reports for the THRIVE Program Manager.

Essential Duties & Responsibilities:

40% **Business Functions**

- Develops policies and procedures with a particular emphasis on managing database and documentation of grant monies received and disbursed.
- Assists in management and direction of all business functions to include accounts payable and receivable, third party payouts, and confidential records.
- Coordinates and organizes meetings in accordance with Canton City Public Health and Accreditation guidelines with internal and external constituents and committees; maintains extensive community advisory committee database and other committees related to the THRIVE program.
- Manages all aspects of the annual Partner and Community Appreciation Breakfast including procuring location, catering, securing speakers and coordinating technology and presentations; design program and agenda, coordinates professional printing services annual statistical/informational placemat, and other materials.

15% **Technical Functions**

- Assists in problem solving of IT issues within the THRIVE offices.
- Coordinates with the City IT Department for technology needs, purchasing new equipment, remote, and Wi-Fi needs.
- Provides consultation on IT issues for THRIVE staff including new equipment.
- Coordinates technology, equipment, and presentations for the department and committee needs.
- Manages the inventory, maintenance and repair of machinery, equipment, and computer systems.

5% Participates in required public health trainings and exercises, as well other duties as assigned.



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Other Duties & Responsibilities:

- Ability to efficiently multi-task on a daily basis; flexibility to meet department function needs and deadlines.
- Ability to perform duties with regard to accuracy, timeliness, and deadlines of Canton City Public Health, Ohio Department of Health, and Ohio Department of Medicaid.
- Maintain a good attendance record being prompt and punctual to work.
- Demonstrate the ability to work well independently with little or no guidance.
- Take part in professional development activities.
- Adhere to Canton City Public Health policies and procedures.

Minimum Qualifications:

Knowledge of business and accounting processes usually obtained from an Associates or Bachelor's degree in Business Administration, Accounting or Health Care Administration; or at least 10 years of experience that includes business administration, accounting, and health care management. Knowledge of regulations related to Medicaid.

Preferred Qualifications:

- General awareness of public health level of care and Canton City Public Health services.
- Understanding of Ohio Department of Health, Ohio Department of Medicaid, Ohio Administrative Code (OAC) and Ohio Revised Code (ORC) law.

Competencies:

The following Council on Linkages Core Competencies (Adopted May 2010) for this position include:

- Analytic & Assessment Skills: 1B4, 1B6, 1B7, 1B8, 1C11
- Policy Development & Program Planning Skills: 2B1, 2A4, 2A6, 2A7, 2A8, 2B10, 2B11
- Communication Skills: 3B2, 3B3, 3B4, 3B5, 3B6
- Cultural Competency Skills: 4B1, 4B2, 4A3, 4A6
- Community Dimensions of Practice Skills: 5B3, 5A4, 5A8, 5A10
- Public Health Sciences Skills: 6A4, 6B6, 6A9
- Financial Planning & Management Skills: 7A1, 7A2, 7A3, 7A5, 7A6, 7A7, 7A9, 7B11
- Leadership and Systems Thinking Skills: 8B1, 8B2, 8B3, 8A6, 8A7

Canton City Public Health has adopted the following Organizational Competencies that all employees are expected to achieve:

- Customer Focus: B1-7
- Accountability: B1-6
- Equity and Fairness: B1-6
- Continuous Quality Improvement: B1-7
- Occupational Health and Safety: B1-4
- Emergency Preparedness: A1-3

Work Environment:

While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. Specific vision abilities required by this job include close vision, depth perception, and the ability to adjust focus. This job requires occasional lifting of 25 to 40 pounds.



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The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.

There may be:

- Occasional exposure to unruly children and/or adults.
- Occasional operation of a vehicle in inclement weather.

Approval: This position description was approved by the Board of Health on: 11/23/20

Revision History: Dates of prior approved versions:

Employee Statement: I hereby acknowledge that I have received a copy of this position description on this date.

Employee Signature

Date

Printed Name