

<b>JOB DESCRIPTION:</b> Executive Assistant		<b>EMPLOYMENT CATEGORY:</b> At-will, Administration
<b>POSITION HIRED BY:</b> Chief Executive Officer		<b>FULL-TIME/PART-TIME:</b> Full-time
<b>SUPERVISOR:</b> Chief Executive Officer		<b>EXEMPT/NON-EXEMPT:</b> Exempt
<b>MANAGEMENT RESPONSIBILITIES:</b>	Personnel - No	<b>CREDENTIALING REQUIRED:</b> No
	Resources - No	

### Position Overview:

The Executive Assistant of Mid-State Health Network (MSHN) is an executive support position reporting to the Chief Executive Officer. The position manages the day-to-day operation of the MSHN office and is responsible to provide clerical and logistical support to the CEO and Deputy Director in board and operational matters. The Executive Assistant has primary responsibility to perform a variety of administrative responsibilities including routine office management functions; scheduling of events, meetings and appointments and related logistics; taking minutes of meetings as designated; supporting the CEO and/or Deputy Director as related to Board of Directors and any other assigned councils, committees or workgroups; and special project assignments. Conducts research, prepares reports, monitors projects, develops communications, initiates and monitors corrective action plans and coordinates leadership team, boards, and external matters. Responsible for carrying out all activities of the office in such a manner that promotes an effective, efficient, and welcoming environment for staff and visitors and in a manner consistent with MSHN's mission, policies, and procedures.

### Qualifications

#### Minimum Qualifications

- Associates degree in business related field applicable to this position with related experience
- A minimum of three years of experience supporting an executive-level office required.
- Flexibility to meet obligations outside of normal business hours

#### Preferred Qualifications

- Experience in a Michigan Pre-Paid Inpatient Health Plan, Community Mental Health Services Program, or a large substance abuse disorder treatment, prevention or recovery provider agency or closely related healthcare environment preferred.
- Knowledge of state and local government entities as well as behavioral health and substance abuse organizations essential.

#### Required Skills

- Ability to effectively handle confidential information and materials.
- Ability to work independently with little day-to-day supervision
- Ability to meet deadlines and exceed expectations while handling multiple, complex and often competing demands and deadlines
- Excellent organizational skills, excellent project management skills, and advanced ability to prioritize a workload with consistent attention to detail
- Excellent reliability, dependability and follow through Excellent interpersonal, human relations and problem-solving skills
- Excellent verbal and written communication skills including self-proofing and strong grammatical skills

- Records management and life cycle of document management
- The ability to publicly present complex information in a concise, understandable format
- Ability to interact positively and collaboratively with Board members, executives, to include Community Mental Health Service Programs (CMHSP) executives, co-workers, clients, and community representatives from diverse cultural and socio-economic backgrounds
- Advanced use of a personal computer (PC) for all aspects of job requirements
- Advanced proficiency in Adobe and all Microsoft Office suite products with strong emphasis in scheduling and teleconferencing
- Access to reliable transportation

<u>Responsibilities</u>	<u>Designated Back-Up</u>
Schedule meetings, notices, and appointments and maintain/distributes meeting calendars and supporting materials in support of assigned leadership team members.	Office Assistant
Prepare and distribute MSHN's Board of Directors and Substance Use Disorder (SUD) Regional Oversight Policy Board (OPB) meeting agendas, meeting packets, and supporting materials; take meeting minutes and provide onsite support	Office Assistant
Provide communication and facilitation for timely appointments and/or reappointments to the MSHN Board of Directors and SUD OPB	Office Assistant
Serve as an appropriate and effective liaison of the CEO/Deputy Director to the MSHN Board of Directors and SUD OPB	Office Assistant
Maintain familiarity and MSHN compliance with the Open Meetings Act PA 267 of 1976 and the Freedom of Information Act	Office Assistant
Maintain an up to date MSHN Board of Director, SUD OPB, and council/committee/workgroup membership rosters and email distribution lists with new appointment and reappointment information	Office Assistant
Procure meeting space and provide onsite and other logistical support and event coordination for all MSHN Councils/Committees/Workgroups or sponsored events as assigned/required.	Office Assistant
Maintain current organizational structure charts	Office Assistant
Creation of MSHN forms and templates as needed	Office Assistant
Proofread documents prior to release	Office Assistant
Distribute and properly store approved communications on behalf of MSHN	Office Assistant
Retain official MSHN documents including bylaws, Board of Directors and SUD OPB meeting minutes, meeting packets and calendars; regularly purges out of date files/records that are not required to be permanently filed	Office Assistant
Prepare and distribute information to county clerk offices (21) for filing as required (bylaws, agreements and related amendments/addendums, etc.)	Office Assistant
Distribute routine documents, approved official minutes, policies and procedures and annual reports/information to appropriate parties for archiving/processing/posting	Office Assistant
Coordinate and process MSHN staff conference/training registrations, overnight accommodations and travel arrangements as requested; prepare and submit related purchase requisitions	Office Assistant
Submit receipts for expenses made under assigned agency credit card and reconcile/code/submit per established procedures	Office Assistant
Locate and develop materials and data based upon internal and external requests for	Office Assistant

information	
Office workspace planning and coordination; office furniture/equipment requisition and maintenance	Office Assistant
Serve as MSHN's Freedom of Information Act (FOIA) Coordinator, to include response of FOIA requests in accordance with approved policies, procedures and applicable laws	Office Assistant
Provides clerical support to the Deputy Director as related to the MSHN policy and procedure management system as requested/directed, including support for the MSHN Board Policy Committee	Office Assistant
Coordinate, prepare and distribute stakeholder newsletters and other communications as assigned	Office Assistant
Support and manage the requests and needs of the MSHN staff (on-site and remotely)	Office Assistant
Serve as liaison with Landlord on assigned matters pertaining to the property and outdoor space	Office Assistant
Comply with organizational policies and procedures, including code of conduct and attendance policy and policies resulting from the HIPAA privacy rules regarding individually identifiable health information concerning individuals served or employed by the provider network	Office Assistant
Establish and maintain appropriate working relationships with internal/external customers, vendors, companies, entities, etc.	Office Assistant
Travel to other sites and locations to attend meetings or perform work	Office Assistant
Make use of opportunities for continuing education/training to maintain and increase professional competence	Office Assistant
Maintain an acceptable level of work performance and performs other duties as assigned	Office Assistant
This position will be knowledgeable about and actively support 1) culturally competent recovery based practices, 2) person centered planning as a shared decision making process with the individual, who defines his/her life goals and is assisted in developing a unique path toward those goals, and 3) a trauma informed culture of safety to aid consumers in the recovery process;	Office Assistant
Perform other duties as assigned	Office Assistant

## Compensation

This is a full-time, salaried position with additional benefits. Minimum hours will be 40 per week. The schedule will be set in conjunction with the needs of the organization as approved by the supervisor.

## Environment & Safety

### Minimum Physical Requirements

- Ability to exert/lift up to 25 pounds of force occasionally and/or up to 15 pounds frequently and/or up to 10 pounds constantly to move objects
- Ability to sit for extended periods of time
- Ability to travel offsite for various meetings, activities, and events
- Ability to use computer, telephone, copy machine and various office equipment

### Work Environment

- This position is primarily office-based at a location in Lansing, MI
- Normal office environment
- Frequent travel by automobile

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

My signature below affirms that I have reviewed the job description and agree that it accurately reflects the scope of the position for which I am responsible.

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Employee Signature

Date

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Supervisor Signature

Date

Reviewed/Revised 03/29/2021