



LEXINGTON-FAYETTE COUNTY HEALTH DEPARTMENT • HELPING LEXINGTON BE WELL • THIS IS PUBLIC HEALTH

Job Opportunities 5/31/2019

LFCHD offers excellent competitive benefits package, good work-life balance due to rare evenings/weekend or on-call requirements, tuition reimbursement program, and referral bonus award.

CLICK HERE for Mission, Vision, and Values: www.lexingtonhealthdepartment.org/about-us/

CLICK HERE for Benefits: <http://lexingtonhealthdepartment.org/wp-content/uploads/2018/01/Employee-Benefits-Summary-2018.pdf>

SCROLL DOWN FOR INDIVIDUAL JOB DETAILS AND VISIT THE LFCHD WEBSITE

Job Title/Job #:	Executive Assistant Community Health Services 37.5 hours per week (Job 2831) Responsible for performing secretarial work of an administrative nature for the Community Health Officer and Community Health Leadership Staff and to relieve the Community Health Officer of administrative details within his/her office. Provide administrative assistance and support for key personnel and other as directed. The incumbent is expected to handle research and resolve issues as appropriate, some which may be confidential or sensitive in nature. Serves as a back-up to other Executive Assistant positions as needed.
Department:	Community Health Services
Status/Pay:	Salary Grade 5, \$17.23 per hour
Reports To:	Community Health Officer
Summary Description:	<ul style="list-style-type: none"> Responsible for recording, transcribing and dispensing minutes for executive level meetings. Maintains a filing system for agendas, minutes, and hand-outs/action forms for areas of responsibility. Also responsible for the compilation of reports for monthly distribution to the appropriate committee members, key staff members, and general public. Prepares and maintains materials, including letters, forms, and reports from drafts. Composes replies to correspondence and memoranda as directed by the supervising officer/manager, prepares questionnaires, requisitions, registration forms and other important papers. Screens incoming telephone calls and visitors. Tactfully direct them to appropriate parties. Takes complaints from the general public, making sure that the services image of the health department is maintained. Makes appointments and maintains appointment schedule for the supervising officer/manager, making sure that communication between officer/manager and department staff is kept open. Contacts persons in the department or in outside agencies to collect or give information, makes arrangements for meetings and conferences, makes travel arrangements and submits appropriate paperwork for expenses and reimbursements for the officer/manager. Assists the officer/manager in planning and analyzing special problems and handle details, assists with special projects and meetings and gives information on department services and functions. Maintains records and files for officer /manager's office including information library of journals, books, magazines, and other reference materials; opens and prioritizes incoming correspondence. Distributes out-going correspondence. Shares mail distribution and other administrative tasks and duties with other staff and provides back up for other administrative assistants as necessary.

	<ul style="list-style-type: none"> • Processes student requests for experience and maintains files and tracking of hours for students. Corresponds with university programs seeking to place their students with the LFCHD for public health experience. Prepares agreements for review of Community Health Officer and routes for executive approval. Arranges for rotation schedules when needed for students or residents. • Assist in accreditation related activities including but not limited to document tracking, narrative review and editing, and meeting participation. • Assist in quality improvement and quality assurance activities as needed. • Serve as point of contact for Community Health when Officer is not available and direct communications to appropriate personnel. • Serve in assigned Public Health Preparedness roles in the event of community disaster or preparedness exercise and provides administrative support to preparedness activities as needed. • Performs backup for other administrative assistants in the office as necessary.
<p>Summary Requirements:</p>	<p>High School diploma/GED and 18 months business education or training beyond the high school level and five (5) years' experience..</p> <p>Experienced in recording, transcribing and dispensing minutes from various board or executive staff meetings. Secretarial experience in administrative supports, strong word processing (proficiency priority placed on alphanumeric accuracy and attention to detail), and spreadsheet applications or equivalent education/experience.</p> <p>Background check</p>

LFCHD is an Equal Opportunity Employer. We offer a competitive benefits package to full-time and part-time employees that includes medical, dental, life, disability, tuition reimbursement, paid vacation, paid sick, 11 paid holidays per year, participation in Kentucky Retirement Systems pension plan and Deferred Compensation plans (401K/457/IRA). To apply for open positions, please visit our website and select *About Us* and *Job Opportunities*. Website link: www.lexingtonhealthdepartment.org. Applications are accepted for 30 days unless otherwise noted.