

**LIFE MANAGEMENT CENTER OF NORTHWEST FLORIDA, INC.
JOB DESCRIPTION**

DATE ESTABLISHED 07/30/98
DATE AMENDED 02/02/18

TITLE OF POSITION: Executive Administrative Assistant

POSITION NUMBER: 08 (AD-21)

PROGRAM: Center Administration

MINIMUM TRAINING AND EXPERIENCE REQUIREMENTS: High school graduate or equivalent and seven years of secretarial and/or administrative experience, ability to word process 70 WPM, proficiency utilizing Microsoft Word, Excel, Outlook and PowerPoint. Ability to function with minimum supervision and exercise independent judgment on a wide variety of corporate issues. Capable of displaying initiative, flexibility, and ability to work efficiently with multiple tasks and deadlines.

SUPERVISOR: Chief Executive Officer

POSITIONS SUPERVISED: None

SALARY MINIMUM: \$33,000 annually

WAGE AND HOUR STATUS: Non-Exempt

DESCRIPTION OF DUTIES AND RESPONSIBILITIES:¹

ESSENTIAL FUNCTIONS: (Essential functions of this position are listed below. The position also includes additional functions as needed and/or assigned by supervisor.)

1. Provide a wide variety of secretarial and administrative support duties for the Chief Executive Officer, Chief Financial Officer, and Center Management Team.
2. Function with minimum supervision and exercise independent judgment on a wide variety of corporate issues.
3. Display initiative, flexibility, and ability to work efficiently with multiple tasks and deadlines.
4. Prepare, assemble and distribute various manuals and technical writing products as needed.
5. Communicate with the Board of Directors and Board committees, prepare meeting packets, attend Board meetings and prepare minutes.
6. Prepare and distribute meeting minutes for Management Team, Board of Directors, Board committee meetings, Psychiatric Services, etc.

¹ Expectations regarding quality and quantity of work are further delineated in the criteria-based performance appraisal.

7. Prepare correspondence for Chief Executive Officer, Chief Financial Officer and Management Team.
8. Maintain Center contracts, agreements and legal files.
9. Attend and participate in committees, meetings and work groups as assigned.

OTHER FUNCTIONS:

10. Assist with organizing materials for accreditation, monitoring and survey teams.
11. Prepare agendas for Psychiatric Services meetings complete meeting reminders, and coordinate hospitality items for meetings.
12. Make travel and local arrangements for Chief Executive Officer, psychiatric candidates and locum tenens staff.
13. Work with Human Resources to coordinate arrangements and schedules for accreditation, monitoring and survey teams.
14. Prepare requisitions for expenditures.

Physical & Other Requirements:

| Activity | Expectation | | |
|--|---|--|--|
| Standing | <input type="checkbox"/> Minimal | <input checked="" type="checkbox"/> Moderate | <input type="checkbox"/> Frequent |
| Sitting | <input type="checkbox"/> Minimal | <input type="checkbox"/> Moderate | <input checked="" type="checkbox"/> Frequent |
| Driving vehicles | <input checked="" type="checkbox"/> Minimal | <input type="checkbox"/> Moderate | <input type="checkbox"/> Frequent |
| Lifting and/or Carrying | <input checked="" type="checkbox"/> Minimal | <input type="checkbox"/> Moderate | <input type="checkbox"/> Frequent |
| Bending and/or Stooping | <input checked="" type="checkbox"/> Minimal | <input type="checkbox"/> Moderate | <input type="checkbox"/> Frequent |
| Climbing Stairs and/or Ladders | <input checked="" type="checkbox"/> Minimal | <input type="checkbox"/> Moderate | <input type="checkbox"/> Frequent |
| Walking or Moving (between offices, other facilities, etc.) | <input type="checkbox"/> Minimal | <input checked="" type="checkbox"/> Moderate | <input type="checkbox"/> Frequent |
| Other (lift above waist/reaching etc., please explain) Reaching for items on the shelves in the supply room. | <input checked="" type="checkbox"/> Minimal | <input type="checkbox"/> Moderate | <input type="checkbox"/> Frequent |

Speaking: Yes No
 Hearing: Yes No
 Reading Comprehension: Yes No

Repetitive motion with hands, wrists, arms (e.g. keyboard, typing, handwriting, etc.) Yes No

Ability to lift and carry up to 15 pounds.

Ability to handle stressful situations: Minimal Moderate Frequent

| | Infrequent | Occasional | Frequent | N/A* |
|------------------|-------------------------------------|--------------------------|--------------------------|--------------------------|
| Travel Same Day | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Travel Overnight | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

| | | | | |
|----------------------------|-------------------------------------|-------------------------------------|--------------------------|-------------------------------------|
| Overtime (Non-Exempt only) | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Holidays/Weekends/Evenings | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Shift Work (PMs/Midnights) | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |

* Not Anticipated

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. ADA Accommodations will be reviewed for persons with disabilities. We reserve the right to assess undue hardship that results from the provided accommodation and may need to rescind such reasonable accommodation if undue hardship results.

Copy received by:

_____ **Date** _____