

ADMINISTRATIVE ASSISTANT (EARLY INTERVENTION)
CHAUTAUQUA COUNTY DEPARTMENT OF PUBLIC HEALTH
SALARY RANGE: \$28.58-\$37.39/HOUR + BENEFITS

The Chautauqua County Department of Public Health is currently accepting applications for the position of Administrative Assistant (Early Intervention) in the Mayville, NY office. This position is Full-Time at 40 hours per week. An Administrative Assistant (Early Intervention) is an important administrative position responsible for maintaining the supervisory control of the day-to-day operations within the Early Intervention/Pre-School/Children and Youth with Special Health Care Needs (EI/PS/CYSHCN) office. Incumbents in this position will assist the EI/PS/CYSHCN Division supervisor in developing, implementing and monitoring departmental policies and procedures in compliance with State regulations. The work is performed under general supervision with considerable independence and requires coordination with multiple state and county agencies. Supervision may be exercised over the department's clerical and operations support staff. Does related work as required.

Typical Work Activities:

- Maintains supervisory control over the daily operations of the Early Intervention/PreSchool/Children and Youth with Special Health Care Needs (EI/PS/CYSHCN) Office;
- Assists the supervisor in developing, implementing and monitoring departmental policies and procedures in compliance with State regulations;
- Oversees staff usage of time in programs, new referrals and case management setup, utilizing appropriate databases;
- Organizes and maintains department records, training documentation and internal tracking systems related to program requirements and family needs;
- Provides administrative training and onboarding for new employees;
- Serves as a liaison with New York State Department of Health (NYSDOH) and County Finance Department regarding fiscal matters;
- Assists the department's Grant Coordinator with budget preparation, expense tracking and account keeping;
- Approves and submits accounts payables, time and attendance records, purchase orders and assists in expenditure tracking;
- Assists in preparing contracts and service agreements for therapists, teachers, transportation and school services related to EI/PS/CYSHCN programs;
- Reviews and responds to office correspondence, including referrals, information requests, transportation coordination and communications with the EI Hub system help desk;
- Coordinates, monitors and ensures security measures are compliant in tracking databases;
- Schedules and arranges meetings, maintains minutes, manages appointments and coordinates travel for the department, as needed;
- Performs other related duties as assigned.

A provisional appointment may be made from applicants who file approved applications for this job title. A candidate appointed provisionally is required to take a competitive civil service examination at a later date.

Chautauqua County offers a comprehensive benefits package which includes:

- | | |
|---|-----------------------------|
| - Health Insurance (including Dental & Vision plan) | - 13 Paid Holidays |
| - Health Savings Account (partially funded by the County) | - Vacation & Sick Time |
| - Personal Days | |
| - NYSLERS Pension | - NYS Deferred Compensation |
| - Eligible for Federal Public Service Loan Forgiveness | - Wellness Program |

Minimum Qualifications: Graduation from high school or possession of a high school equivalency diploma and either:

- A. Graduation from a regionally accredited or New York State registered four (4) year college with a Bachelor's Degree in Business Administration, Health Services, Human Services, or a related field, and two (2) years of full-time paid administrative experience in the oversight of a human services office providing direct client services to the public, one year of which must have included supervision; OR
- B. Graduation from a regionally accredited or New York State registered two (2) year college with an Associate's Degree in Business Administration, Health Services, Human Services, or a related field, and four (4) years of experience as stated in A above; OR
- C. Six (6) years of experience as stated in A above.