ADMINISTRATIVE ASSISTANT (EARLY INTERVENTION)

CHAUTAUQUA COUNTY DEPARTMENT OF HEALTH

SALARY RANGE: $28.58 - $37.39/HOUR + BENEFITS

The Chautauqua County Department of Health is seeking qualified applicants to fill one (1) full-time Administrative Assistant (Early Intervention) position within the Mayville, NY office. This position is 40 hour per week as assigned. An Administrative Assistant (Early Intervention) is an important higher-level administrative position responsible for maintaining the supervisory control of the day-to-day operations within the Early Intervention/Preschool/Children and Youth with Special Health Care Needs (EI/PS/CYSHCN) office. Incumbents will assist the EI/PS/CYSHCN Division supervisor in developing, implementing and monitoring departmental policies and procedures in compliance with State regulations. This position works with a high degree of independence and discretion, supporting leadership through complex administrative coordination, operational planning, information management and follow-through on departmental priorities. 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.

This position is being filled on a provisional basis pending the outcome of a future dated Civil Service examination for this title.

Chautauqua County Offers A Comprehensive Benefits Package Which Includes:

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