

**CENTRAL MONTANA MEDICAL CENTER  
POSITION DESCRIPTION**

<b>Position Title</b>	Administrative Assistant -CFO	<b>Grade</b>	
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<b>Department</b>	Fiscal Services	<b>Exempt</b>	
<b>Immediate Supervisor</b>	CFO	<b>Non-exempt</b>	X
<b>Supervisor next in line</b>	CEO	<b>Workweek</b>	40 hours/M-F

**POSITION SUMMARY**

Performs standard and advanced secretarial and administrative support to Administration and other Medical Center Department Managers and staff as needed. Handles any matters of a routine nature and seeks appropriate guidance on all non-routine matters.

**Continued employment and raises in this position are dependent upon Central Montana Medical Center's fiscal viability and:**

- Actions and communications that contribute to a team concept and create a **positive** environment for **all** customers
- Acceptable performance of essential and all job duties
- Acceptable attendance record
- Accountability for safety to self, patients, visitors and all customers, and care of equipment and building
- Adherence to departmental and facility policies and procedures, education requirements, compliance monitoring and reporting, and CMMC Code of Conduct
- Accountability for the consequences of own actions
- Physical and emotional ability to perform essential functions
- Acceptable background investigation results if required for position

**Minimum Education, Experience, Licensure, Certification required:**

Two-year degree or equivalent in related field, i.e., Administrative Secretary, Executive Secretary, Office or Business Secretary. Two years' prior office experience in an advanced secretarial position(s) is required. Previous experience in healthcare or health-related setting(s) is preferred.

**ESSENTIAL FUNCTIONS/DUTIES:**

(Must be able to perform with or without accommodation)

- 1 Provides administrative secretarial support including typing, establishing and maintaining filing systems, creating forms, tables, and charts, sorting and distributing mail, checks and other written communications.
- 2 Arrange schedules and secures appropriate travel and accommodations as requested.
- 3 Performs multi-application computer work and acts as a resource/teacher. Understands and applies basic computer program trouble shooting. Implements new computer applications as required.
- 4 Schedules, organizes, attends and documents through appropriate minutes various meetings including but not limited to Safety committee, Finance Investment and Personnel Committee, Budget and other required meetings.
- 5 Gather and summarize results of monitored activities, distribute information to required persons or departments and maintain historic files appropriately.
- 6 Maintains professionalism by applying appropriate public relations techniques in dealing with Administration, Board of Directors, Committee members, Medical Staff, legal counsel, government officials, patients, employees and the general public.
- 7 Applies planning, organization and research skills along with problem solving, judgment and communications abilities to deal with daily responsibilities.
- 8 Creates and prepares, for supervisor's approval, drafts of reports, letters, memorandums, responses to correspondence with basic information, accumulating/researching/verifying information as needed.
- 9 Performs duties independently with little supervision, develops systems as needed, utilizes resources and technical equipment associated with preparation/documentation/record keeping, works in an office setting but moves about the facility for delivery, meeting setups, and customer assistance.

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10	Coordinates and schedules meeting room schedules, administrative appointments and multiple administrative meeting preparations.
11	Understands and utilizes telecommunications and other forms of electronic communication internally and externally.
12	Plans and organizes meetings: ie (committees, departmental, and others, as needed). Arranges interviews, and other Central Montana Medical Center and administrative activities.
13	Functions as a backup to the CEO's Executive Assistant and Accounts Payable Specialist when required.
14	Maintains high level of flexibility in the prioritization of job tasks in order to accommodate necessary changes in time frames and deadlines.
15	Maintains complete confidentiality with all employee, patient and /or sensitive information accessed through job functions.
16	Completes other duties as assigned.

**Knowledge, Skills, Abilities:**

**Knowledge:** Office procedures and functionality, administrative purpose, and have a reasonable knowledge of overall healthcare issues and environmental needs.

**Skills:** Office management skills; written and verbal (telephone/in person) communication skills; proficiency in computer applications (word-processing, spreadsheet, e-mail, calendar, and trouble-shooting, etc.); research skills; public relations and employee relations skills; typing of 70-80 wpm; shorthand/speedwriting (or the equivalent of); 10-key calculator and other general office equipment operations.

**Abilities to:** compose (and proof) letters/memos/reports/documentation; schedule and coordinate events (appointments, meetings, travel, call schedules, etc.); research information; take and transcribe minutes; manage office functions; organization skills (planning, gathering, sorting, filing, etc.); process and maintain confidential and/or sensitive information; prioritize tasks, meet deadlines; handle numerous interruptions; use good judgment; work with little supervision; maintain professionalism; identify customer needs; solve problems, develop systems, learn quickly and retain information; and attend meetings as necessary,

**OCCUPATIONAL EXPOSURE** for this position:

	Category I	Direct contact with blood or other bodily fluid to which universal precautions apply
	Category II	Activity performed without blood/bodily fluids exposure, but exposure may occur in emergency
<b>X</b>	Category III	Task/activity does not ordinarily entail predictable exposure to blood/bodily fluids
	<b>Radiation</b>	
	<b>Noise</b>	
<b>X</b>	<b>Other</b> (Specify)	Frequent computer use

**PHYSICAL DEMANDS:**

(Essential functions strength rating for position - see Job Analysis)

<b>X</b>	<b>Sedentary</b>	Exert up to 10# occasionally or negligible force frequently
	<b>Light</b>	Exert up to 20# occasionally, < 10# frequently or negligible force constantly
	<b>Medium</b>	Exert up to 50# occasionally, up to 25# or up to 10# constantly
	<b>Heavy</b>	Exert up to 100# occasionally, up to 50# frequently or up to 20# constantly
	<b>Very Heavy</b>	Exert > 100# occasionally, > 50# frequently or > 20# constantly

**I HAVE READ AND UNDERSTAND THIS POSITION/JOB DESCRIPTION, AND HAVE BEEN PROVIDED THE OPPORTUNITY TO ASK QUESTIONS AND RECEIVE APPROPRIATE ANSWERS. I ALSO UNDERSTAND THAT REASSESSMENT OF ABILITIES TO MEET POSITION REQUIREMENTS MAY BE PERIODICALLY REEVALUATED.**

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Employee's Signature	Supervisor's Signature	Date