

# NORTH SHORE - LIJ HEALTH SYSTEM

## HUNTINGTON

### JOB DESCRIPTION

**JOB TITLE** : SUPERVISOR, ADMINISTRATIVE OFFICE

**DEPARTMENT** : Antepartum 1.0 FTE

**REPORTS TO** : Lynn Johnson

<b>POSITION SUMMARY</b>	Supervises and coordinates clerical staff and administrative operations of department. Performs diversified administrative/coordinative duties supporting the business activities of a Department Head.
<b>RESPONSIBILITIES</b>	<p>* 1. Supervises and coordinates clerical staff and administrative operations of department.</p> <ul style="list-style-type: none"> <li>• Supervises, hires, trains, disciplines and evaluates the performance of clerical staff. Ensures performance appraisals are completed in timely manner.</li> <li>• Prioritizes, schedules, assigns and monitors work to optimize operational service.</li> <li>• Analyzes, recommends, implements and monitors approved work-flow changes.</li> <li>• Participates in developing and delivering training related to operations.</li> <li>• Ensures proper maintenance and integrity of conventional and electronic records and information.</li> <li>• Maintains department supply and equipment inventory.</li> </ul> <p>* 2. Performs diversified administrative/coordinative duties supporting the business activities of a Department Head</p> <ul style="list-style-type: none"> <li>• Composes confidential correspondence, reports, memoranda, and related documents.</li> <li>• Schedules appointments and meetings. Makes necessary arrangements for meetings. Takes meeting minutes, as required.</li> <li>• Performs receptionist and registration duties.</li> <li>• Compiles and analyzes basic information and prepares statistical data for reporting purposes.</li> <li>• Prepares presentation materials. Creates charts, graphs, tables, graphics, etc.</li> </ul> <p>3. Performs related duties as required.</p> <p><b>*ADA Essential Functions</b></p>
<b>REQUIRED EXPERIENCE AND QUALIFICATIONS</b>	<ul style="list-style-type: none"> <li>• High School Diploma or equivalent, required.</li> <li>• Minimum of three (3) years progressively responsible administrative support experience, required.</li> <li>• Typing 50 wpm and/or data entry skills, required.</li> <li>• Working knowledge of Microsoft applications (Word, Excel, PowerPoint), required.</li> <li>• Ability to exercise independent judgment and employ basic reasoning skills.</li> <li>• Verbal, written and customer service skills, required.</li> </ul>

SUPERVISOR, ADMINISTRATIVE OFFICE

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**Department Head Signature** **Date**

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**Human Resources Signature** **Date**