

JOB DESCRIPTION
Confidential Secretary – Health Services

Department:	Health Services	Reports to:	Commissioner, Health Services
Effective Date:	July 2019	Supersedes:	New
Classification:	Non-Union, Class NU3	Job Evaluation Date:	

SUMMARY:

Provides office administration / support services, often relating to confidential or sensitive matters, to senior staff in the Health Services Department.

MAJOR RESPONSIBILITIES (not limited to):

- Provides administrative support to senior departmental staff including but not limited to: preparing correspondence, processing confidential and/or sensitive information, gathering statistics and information, scheduling resources, maintaining and distributing contact lists and creating agendas and preparing minutes
- Provide coordination and administrative support to Health Services including work with department staff to meet project and program timelines, budgets, and assist in developing new projects.
- Assist with meetings, training and event coordination and implementation.
- Creates and maintains confidential filing system, including legal and financial files
- Work with other agencies through networking and providing support in order to strengthen partnerships and the capacity of health services in Muskoka.
- Communicate regularly with the public via phone, email and in person.
- Assist in developing and implementing communication strategies, including website and social media updating.
- Create and maintain assigned work projects such as major documents, databases, special reports and administrative duties as required.
- Work safely and in compliance with relevant statutes and regulations and within the safe work procedures and directives as established by the District
- Other related duties as assigned

EDUCATION, EXPERIENCE & QUALIFICATIONS:

- Graduate of a two (2) year Community College program, specializing in office administration, or equivalent
- Minimum of two (2) years' experience in an office environment
- Demonstrated ability to communicate effectively and courteously with members of the public in person, on the telephone and electronically
- Strong organizational, analytical and interpersonal skills
- Demonstrated ability to solve problems independently
- Proven ability to accomplish performance objectives
- Working knowledge of trade terminology and demonstrated technological proficiency