



Executive Assistant
Human Resources

HR/13
Pay Grade: 18

JOB SUMMARY

This position is responsible for providing direct support on all administrative functions as assigned by the Director of Risk Management. Performs all necessary administrative support in a highly professional manner; reports directly to the Director of Risk Management.

MAJOR DUTIES

- Prepares draft agendas for Commissioner's Court meetings and supporting documentation as directed by the Director of Risk Management with specific timelines.
- Maintains contract files and coordinates with Civil Legal to secure fully executed legal documents needed.
- Manages the calendar for the Director of Risk Management, with coordination of the Benefits Administrator, Property & Casualty Liability Coordinator, Worker's Compensation Coordinator, and the off- site location of the Webb County Clinical Operations of the Employee Wellness Center at the direction of the Director.
- Coordination of the off -site Employee Wellness Center with the allocation of staffing and scheduling of the medical source provider. Will also coordinate and manage the schedule of the Registered Dietician in accordance with the direction of the Risk Management Director.
- Coordination of additional services provided by specific programs such as the Diabetes and Hypertension Program. Will monitor and purchase necessary equipment as well as distribute incentives upon employee patient engagement in the respective programs.
- Responsible for scheduling all travel arrangements for the Director and staff at the direction of the Director with confirmation of available funds.
- Responsible for all payroll functions and confirmation of time clock entries for the department with updates for the Director's review of available staffing at all times with focus of off-site clinical operations staffing.
- Provides and understands routine information within specified policies and procedures regarding department services or policies to the public or other county employees in person, over the phone, or by

mail. Priority will be given to the functions of the employee wellness clinic for complete and up to date information.

- Prepares memorandums, e-mails directives as requested by the Risk Management Director for the department and County wide directives.
- Produces correspondence for the Director's review from Property & Casualty, Worker's Compensation, Wellness Clinic, Safety Officer Operations, and Benefits Division with coordination of distribution.
- Responsible for monitoring all Risk Management vehicle inspections, license plate renewals, vehicle insurance information, and maintaining preventive maintenance schedules as well as coordinating washing and cleaning vehicles.
- Coordinates meetings between all vendors, Directors, and County officials for the Director of Risk Management and also maintains all contact information for WEBEX, Zoom, and teleconference meetings.
- Coordinates and schedules quarterly meetings with all in network medical service providers enhancing exchange of new procedures/protocols for integration of new programs and services.
- Assists and coordinates insurance queries from all department heads requesting insurance for existing and ongoing county wide projects.
- Monitors all special projects and clinical functions for the Director from daily operations to long term strategic development of programs.
- Supervision of procurement orders for the Risk Management Department at requisition level and or receipt of goods for the Risk Management Department especially all purchases dealing with clinical operations i.e. medications and medical equipment.
- Establish and maintain effective working relationships with departmental staff, other county employees, County official, medical service providers, and the general public.
- Point of contact for vendors and others as it pertains to payment status for clinical operations with coordinated review with auditor's department.
- Coordinates with the Director of Risk Management in the development of short and long- term plans for the department with a focus on staff development and maintaining professional license credentials.
- Serves as the first level of intervention in addressing all Reports issues and concerns to the Director of Risk Management and acts on all follow up actions as directed.
- Ability to work independently complying with reporting guidelines and other deadlines using judgement to remedy inconsistencies and other issues that may arise.
- Maintains a professional appearance at all times in a business and or medical setting.
- Possess effective leadership, bi-lingual (English-Spanish) skill set for public speaking and organizational skills.

- Performs special projects as assigned by the Director of Risk Management in the best interests of Webb County.
- Will prepare and assist in doing presentations to the general public with an emphasis on bi-lingual public speaking.
- Performs any other duties as assigned.

KNOWLEDGE REQUIRED BY THE POSITION

- Ability to communicate in English and Spanish; preferred.
- Candidate must obtain Licensure from the Texas Department of Insurance in Health, Life, and also be licensed as a Texas Multi-line Adjuster within 6 months of initiating position.
- Must be certified as an instructor under the Red Cross Protocols in Cardio-pulmonary Resuscitation, First-Aid, and the utilization of the Automatic External Defibrillator. Certification must be obtained within 6 months of assuming the position.
- Must be proficient in the use of computer and Microsoft Software.
- Must have experience in the use of office equipment.
- Knowledge in use of Power Point Presentations and Excel spreadsheets.
- Knowledge in public speaking styles and techniques for employee and general public presentations.
- Must be proficient in the use of New Worlds financial system to include budgetary, procurement and basic inquiries on county wide accounts and funds to include the ability to generate reports when requested by the Director of Risk Management.
- Must be proficient in the use of Agenda quick software to input draft agendas for the Director of Risk Management.
- Must possess sound judgement and demonstrate professionalism in daily operations.

SUPERVISORY CONTROLS

The Director of Risk Management assigns work in terms of general instructions. The Director of Risk Management checks work for compliance with procedures, Webb County policy, direct instructions, and overall objectives of the Risk Management Department and countywide directives initiated by the Director.

GUIDELINES

Guidelines include the Texas Government Code, Local Government Code, The Webb County Policy Manual, and other countywide policies and procedures. The guidelines require judgement, selection and interpretations in application. This position may assist the Director of Risk Management with research on best practices and assist with the development of proposed guidelines affecting procurement practice and policies.

COMPLEXITY/SCOPE OF WORK

- The work consists of varied administrative complexity, and reporting functions influencing countywide operations. The variety of multi-faceted duties contributes to the complexity of the position with latitude for independent judgement at the direction of the Director of Risk Management.

CONTACTS

Contacts are typically with Elected Officials, Appointed Officials, Department Heads, Risk Management Staff, Chief Executive Officers and County employees in general. To include County vendors, medical health providers, and the general public.

PHYSICAL DEMANDS/ WORK ENVIRONMENT

- Must be able to sit or stand for prolonged periods of time.
- Must be able to lift 5 lbs.
- Some work may require walking short distances to other county department buildings located in the downtown area.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY

Coordinated Supervision of Risk Management Staff with the Administrative Coordinator under the direction of the Director of Risk Management. Will actively supervise the medical office assistant assigned to the Employee Wellness Clinic in coordination with the Director of Risk Management.

MINIMUM QUALIFICATIONS

- Must have a High School Diploma or GED, from an accredited institution.
- Must have Candidate Licensure from the Texas Department of Insurance in Health, Life, and be licensed as a Texas Multi-Line Adjuster or must obtain within 6 months of initiating position.
- Must be certified as an instructor under the Red Cross Protocols in Cardio-pulmonary Resuscitation, First Aid, and be cognizant in the utilization of the Automatic External Defibrillator, or must obtain certification within 6 months of assuming position.

- Bachelor's Degree; preferred.
- Must have 2 years of work experience in the required field of Risk Management; preferred.
- Must be able to type 45 wpm; preferred.

OTHER REQUIREMENT/INFORMATION

- Must possess a valid and current driver's license.
- Drug and Alcohol Policy applies to this job. Pre-employment drug/alcohol testing, Motor Vehicle Record (MVR) and criminal background checks are required.
- This position *is covered* under Civil Service; however, all other Webb County policies apply.

ACKNOWLEDGEMENT

The undersigned have read, discussed and understand the full meaning of this job description and agree to abide by all terms and conditions herein expressed or implied.

Employee's Signature

Print Name

Date

Supervisor's Signature

Print Name

Date