

**DEPARTMENT OF MENTAL HEALTH AND ADDICTION SERVICES
JOB OPPORTUNITY**

EXECUTIVE SECRETARY (UNCLASSIFIED) – Chief Executive Office

PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!

Open To: The Public
Location: SOUTHEASTERN MENTAL HEALTH AUTHORITY-401 West Thames St., Bldg. 301, Norwich, CT 06360
Position No: SM105597
Hours: 8:00 a.m. – 4:30 p.m., Monday through Friday (40 hours per week)
Salary Range: \$54,608 – \$74,650 (Annually)
Closing Date: August 19, 2103

Appointment: Incumbents in this class shall be appointed in accordance with Section 5-198 (11) of the Connecticut General Statutes.

Duties: Incumbents in this class will perform a full range of secretarial functions and administrative activities which require an advanced level of accountability, problem solving and interpersonal contacts including but not limited to:

Acts as a confidential secretary to the Superintendent of the Southeastern Mental Health Authority (SMHA CEO) / Director of Young Adult State-Wide Services; relieves this position of administrative tasks through interaction with the public and routine contacts with the Office of the Commissioner and other state executives. Acts as a confidential liaison around HR issues between Labor and Management; acts as a liaison between the CEO and SMHA Managers, Network Agency Directors, Clients, Staff and the General Public. Independently responds to client phone calls, requests and complaints, utilizing positive customer service; maintains the CEOs Schedule coordinating SMHA and YAS State-Wide obligations, independently refers to appropriate staff for follow up and insures a timely response. Co-ordinates the annual CT State Employees Campaign for Charitable Giving which may include fund raising events such as bake sales, silent auctions, and book sales; independently collects information, drafts agendas, composes minutes, distributes materials for the SMHA Management Team, Network Management Team, and Leadership Team. Prioritizes and coordinates data and assignments for action by the Superintendent; takes and transcribes confidential correspondence from the Superintendent; independently sends out timely email reminders for upcoming meetings and events to all participants; coordinates and tracks annual PARS process; develops, promotes and maintains statistics for the SMHA Community Integration project - "Around the Community;" Develops and promotes the SMHA employee recognition program; collects daily newspaper, news reports involving clients and alerts the CEO and DMHAS OOC when appropriate, writes and produces the monthly CEO Report for all staff and distributes; completes special projects such as the power point presentations for Joint Commission; updates SMHA's web page, creates brochures; anticipates details of CEO and assists with time management and scheduling. Performs related duties as required.

Skills: Incumbents in this class bring a depth of experience to the job including:

1. Proficiency in the use of word processors, personal computers and/or other automated equipment
2. High level interpersonal skills
3. Office management experience
4. Ability to function independently in an office environment
5. Skill in reviewing processes and/or procedures and recommending and implementing changes when needed

Required Knowledge, Skills and Abilities: Considerable knowledge of office administration and management; considerable knowledge of functions, procedures, programs and regulations of relevant organizational unit; considerable knowledge of English grammar, spelling and punctuation; considerable interpersonal skills; ability to interact effectively with supervisor, co-workers and general public; ability to work independently on administrative tasks and make decisions within framework of departmental policies; ability to follow complex instructions; ability to take accurate and complex dictation; supervisory ability.

Note: The filling of this position will be in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules, if applicable.

Application Instructions: Interested and qualified candidates who meet the above requirements should submit an Application for Employment (CT-HR-12) and Resume by mail, e-mail or fax to:

*** Email: MHA-SMHA-RECRUIT@ct.gov

**Southeastern Mental Health Authority
401 West Thames Street, Building 301, Norwich, CT 06360
FAX: (860) 859-4792**

The State of Connecticut Application for Examination or Employment (CT-HR-12) and postings can be found on the DMHAS website at www.ct.gov/dmhas/employmentopportunities

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

The State of Connecticut and the Department of Mental Health and Addiction Services are equal opportunity/affirmative action employers. Women, minorities and persons with disabilities and in recovery are encouraged to apply. (03)-Confidential