

Health District

OF NORTHERN LARIMER COUNTY

JOB ANNOUNCEMENT

POSITION TITLE Executive Assistant

DEPARTMENT Administration

POSITION NUMBER 50-002

HOURS Regular Full-time
40 hours per week (1 FTE)

Requires flexibility in scheduling, including occasional night meetings and varying hours in the week, weekend events, and travel.

STARTING SALARY \$58,000 to \$63,000 per year DOQ

Grade 10
Exempt status

TO APPLY Send resume and cover letter to one of the following:
Search Coordinator
Health District of Northern Larimer County
120 Bristlecone Dr.
Fort Collins, CO 80524

FAX: 970-221-7165 (Attn: Search Coordinator)

Email: searchcoordinator@healthdistrict.org

TIMELINE To receive full consideration, materials should be received by Tuesday, December 18, 2018. Position will remain open and applications accepted until filled.

QUALIFICATIONS

Required

- **Education or Formal Training**
 - Relevant Bachelor's degree or combination of specialized executive assistant training and experience indicated below
- **Experience**
 - At least two years of experience, and excellent skills, in related position (project coordinator, office manager, senior administrative assistant)

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- Experience in a wide variety of clerical and/or executive assistant tasks, including but not limited to preparing minutes and reports, handling phone and email communications, setting and revising meetings with multiple attendees, getting meetings set up, managing special events, researching topics, drafting correspondence, organized maintenance of key documents, preparing PowerPoint presentations, handling financial details, etc.
- Experience taking full responsibility for special projects from inception to completion
- **Knowledge, Skills and Abilities**
 - Ability to organize and complete multiple tasks in a timely manner and meet deadlines
 - Ability to thrive in fast paced office; flexibility
 - Ability to understand and manage detail
 - Ability to coordinate a variety of complex projects accurately
 - Advanced skills in Word; Intermediate skills in PowerPoint and Excel; basic skills in developing and using databases
 - Typing speed of 70 wpm or more
 - Excellent grammar, spelling, and proofreading skills
 - Excellent written and oral communication skills
 - Ability to take appropriate, accurate, summarized minutes
 - Ability to write and edit detailed reports
 - Superb attention to detail
 - Ability to research, learn, and follow policies, regulations, and laws, and assure that all requirements and deadlines are met
 - Ability to use logic, creativity, and problem-solving skills independently
 - Willingness and ability to maintain strict confidentiality when appropriate
 - Ability to develop and maintain positive, professional, productive relationships with the public, other agencies, co-workers, the Board, and the Executive Director
 - Ability to work both cooperatively and independently
 - Ability to be a strong, positive team player

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- Ability to keep accurate and complete records
- Ability to train individuals and teams
- **Technology Skills**
 - Strong computer skills, including Windows operating system, Outlook system for email and scheduling, Microsoft Office Suite word processing (Word), spreadsheet applications (Excel), PowerPoint presentations, etc.
- **Working Environment/Physical Requirements**
 - The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
 - Must have close visual acuity to perform activities such as: preparing and analyzing documents, data and figures, viewing a computer monitor, extensive reading.
 - Must be able to sit or stand for prolonged periods.
 - Must have eye-hand coordination and manual dexterity sufficient to operate a computer keyboard, telephone, photocopier and other office equipment.
 - Must have normal physical mobility, which includes movement from place to place on the job. Able to lift and carry up to 30 pounds.
 - Must have the ability to communicate information and ideas verbally so others will understand.
- **Requires clearance for matters of significant financial impact to the organization**
- **Requires Reliable Vehicle; Valid Driver's License and Auto Insurance**

Special Consideration Will Be Given For:

- Significant experience in project coordination
- B.A. degree in health, human service, or other relevant field

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REPORTS TO **Executive Director**

GENERAL DUTIES/PURPOSE

Serves as the Executive Assistant to the Executive Director, providing direct support for all the Executive Director's projects and activities. Works in conjunction with the ED, Management Team, staff teams, and independently.

SPECIFIC DUTIES

The Executive Assistant is involved in matters of multiple levels of significance for the organization, and must exercise significant discretion and independent judgment in their work.

- 1) Maintains scheduling calendar for the Executive Director; coordinates meetings and appointments with staff and external contacts, including meeting space, confirmations, room set-up, and all other details.
- 2) Provides advanced level administrative assistant support to the Executive Director and to projects as assigned by Executive Director.
- 3) Takes responsibility for financial assignments, including purchasing requests, purchasing, and reporting.
- 4) Obtains and maintains commission as a Notary Public.
- 5) Creates and maintains an effective record-keeping system, including filing and retrieval. Serves as custodian of critical documents, including historical and legal documents.
- 6) Assists the Executive Director in prioritizing, summarizing, and completing communications.
- 7) Assists the Executive Director in fulfilling Board responsibilities, including:
 - a) Organizing and composing Board meeting materials for board packets; maintaining archives of board meeting materials.
 - b) Preparation and maintenance of the minutes of the Board meetings, including a copy available for public inspection if requested.
 - c) Providing support for the Board at the request of the chairperson.
- 8) Assists the Executive Director in coordinating projects as requested. Coordination may be either in conjunction with the Executive Director or other staff, or independently, and might include:
 - a) Organization of meetings, forums, retreats, or conferences
 - b) Research
 - c) Composition of meeting notices, letters, matrices, outreach, presentations, handouts, trainings (curriculum and materials), etc.
 - d) Phone calls

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- e) Review and summary of documents
 - f) Using discretion and judgment in maintaining professional communications. Maintains confidentiality.
 - g) Any other task relevant to completing a particular project.
- 9)** Provides administrative assistant and program support for other Directors, when time permits, or at the request of the Executive Director.
- 10)** Serves as a travel specialist for select Health District staff, which includes coordination and booking of travel arrangements, preparation of individual travel packets, and reconciling of expense reports for conferences and trainings. Includes, but not limited to, securing conference registrations, airline tickets, hotel accommodations, rental car, airport shuttles, and per diem.
- 11)** Researches, learns, and assures that policies, regulations, and laws are followed, and that required deadlines are met.
- 12)** Develops advanced knowledge and skill in meeting technology (e.g., technological aids to meetings such as conference calls, Skype, GoToMeeting, Zoom, etc.), and in use of key software, utilizing to enhance meeting efficiency and impact, and assisting and training others.
- 13)** Utilizes graphics and layout skills to develop communications materials such as flyers, handouts, PowerPoint presentations, etc.
- 14)** Takes a leadership role in coordinating special events and activities.
- 15)** Serves as a member of the organization's Management Team, participating in the development, updating and implementation of policies, practices, and priorities for the organization.
- 16)** Serves as an effective liaison between the Health District management team and the public, business community, government officials, volunteers, board members and the Executive Director.
- 17)** Assures that accurate information is provided in a polite and professional manner.
- 18)** Creates and maintains historical summaries of the organization.
- 19)** Works effectively as a positive team member, participating in group meetings, retreats, and special events as required.
- 20)** Performs other duties as assigned by the Executive Director.

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The above job definition information has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this job. Job duties and responsibilities are subject to change based on changing business needs and conditions.