

Health District

OF NORTHERN LARIMER COUNTY

Position Description

Position Title Administrative Program Specialist

Salary Level/Grade S2

Position Overview

The Administrative Program Specialist will provide project and administrative support to the Director of Planning, Policy, Research & Evaluation and to the teams under the direction of the Director. The Planning, Policy, Research and Evaluation Division houses four initiatives and programs of the Health District of Northern Larimer County: Community Impact, Research & Evaluation, Policy, and Health Equity. Generally, this position will include basic evaluation tasks, taking detailed meeting notes, organizing communications, setting up meetings and attending to meeting logistics, creating presentations and visuals, and conducting project-related research and other activities as assigned.

Supervision and Fiscal Responsibilities

No direct reports or fiscal responsibility.

Examples of Duties

Administrative Support

- Provide advanced level administrative support to the Director of Planning, Policy, Research & Evaluation, and team managers, as needed.
- Maintain scheduling calendar for the Director of Planning, Policy, Research & Evaluation; coordinate meetings and appointments with staff and external contacts, including meeting space, confirmations, room set-up, and all other details.
- Develop, implement, and oversee record keeping, distribution of materials, management of supplies, and other types of administrative/programmatic systems.
- Attend webinars, hearings, and other meetings to take notes on information relevant to the work of the teams, as requested.
- Perform general clerical duties, such as copying, filing, collating, and editing.

Project Support

- Assist in coordinating projects, as requested. Coordination may be either in conjunction with the Director of Planning, Policy, Research & Evaluation, other staff, or independently, and might include:
 - Organization of meetings, forums, retreats, or conferences.
 - Research.
 - Composition of meeting notices, letters, matrices, outreach, presentations, handouts, etc.
 - Assist with marketing of select projects, assessments, and partnerships.
 - Provide accurate information to colleagues, partners, and community members in a polite and professional manner.
 - Any other task relevant to completing a particular project.
- Compile statistics and data for reports and assist with the production and management of evaluation and research reports, and presentations.
- Assist the Research & Evaluation team with survey and evaluation activities for Health District programs and projects.
- Assist in monitoring relevant policy issues, including tracking the progress of bills of interest to the Health District.

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- Work with the Director of Planning, Policy, Research & Evaluation to ensure that the goals and objectives of projects are met.

General

- Develop and maintain positive, professional, and productive relationships with consumers, the public, other agencies, co-workers, and supervisors.
- Perform other related duties as assigned by the Director of Planning, Policy, Research & Evaluation.

Qualifications

- High school diploma or equivalent required.
- Three to five (3-5) years of experience in a directly related field, or in the performance of similar duties and responsibilities strongly desired.

Knowledge, Skills, & Abilities

- Ability to research, locate, access, and utilize available resources (both internal and external).
- Ability to work independently and function at a high level as a member of diverse teams.
- Ability to effectively interact, work, and develop meaningful relationships with people of diverse backgrounds, including cultural, beliefs, customs, socioeconomic status, abilities, genders, and gender identities.
- Ability to organize and complete multiple tasks in a timely manner and meet deadlines.
- Excellent judgment and problem-solving skills.
- Ability to maintain confidentiality with protected client information.
- Detail oriented, excellent organizational skills, a commitment to a high level of accuracy.
- Ability to communicate well verbally and in writing, and to keep accurate and complete records.
- Excellent grammar, spelling, and proofreading skills.
- Intermediate skills in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook, and Teams).

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.

Work Environment

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 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 the ability to move from place to place on the job.
- Must have the ability to communicate information and ideas verbally so others will understand.
- Requires reliable transportation; valid driver's license and auto insurance if reliable transportation is by personal automobile.
- Must comply with infection control policies for this position.

General Benefits Description - For qualifying employees, the Health District provides paid time off, medical, and dental insurance, life, and disability insurance, 401(a) employer match, and a robust

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employee wellness and recognition program. Vision insurance and an additional pre-tax retirement plan are offered. A complete list of benefits can be found on the Health District website.

Equal Opportunity Employer - The Health District is committed to creating a diverse environment and is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, ethnic or national origin, ancestry, age, sex, pregnancy, disability, genetic information, veteran status, gender, marital status, sexual orientation, gender identity or expression, religion (creed), political beliefs, or any other characteristic protected by federal, state, or local laws.