POSITION DESCRIPTION

POSITION TITLE  Administrative Program Specialist
DEPARTMENT  Support Services
SALARY GRADE  Grade 7
REPORTS TO  Support Services Director

POSITION OVERVIEW
The Administrative Program Specialist will provide project and administrative support to the Support Services Director and assigned teams. This position performs data input, sets up meetings and logistics, takes detailed meeting notes, organizes communications, creates presentations and visuals, conducts project-related research, and other activities as assigned.

SUPERVISION AND FISCAL RESPONSIBILITIES
This position has no supervisory or fiscal responsibilities.

EXAMPLES OF DUTIES

Administrative Support
• Provides advanced level administrative support to the Support Services Director and team managers.
• Maintains scheduling calendar for the Support Services Director; coordinates meetings and appointments with staff and external contacts, including meeting space, confirmations, room set-up, and all other details.
• Performs general clerical duties, such as copying, filing, collating, and editing.
• Develops, implements, and oversees record keeping, distribution of materials, management of supplies, and other types of administrative/programmatic systems.
• Takes relevant notes when attending webinars, hearings, and other meetings that may be applicable to the teams.

Project Support
• Assists the Support Services Director in coordinating projects as requested and may include:
  o Organizing meetings, forums, retreats, or events, including scheduling, set-up, AV equipment, etc.
  o Conducting research and gathering information.
  o Communications in writing or over the phone (meeting notices, letters, etc.).
  o Developing presentations, word documents, and charts.
  o Proofreading documents and correspondence for accuracy and clarity.
  o Other tasks relevant to completing a particular project.
• Compiles statistics and data for reports and assists with the production and management of evaluation and research reports and presentations.
• Works with the Support Services Director to ensure that the goals and objectives of projects are met.
• Back-up Front Desk staff as needed.
• Provides administrative support to the Health Promotion program as needed.

General
• Develops and maintains positive, professional, and productive relationships with consumers, the public, other agencies, co-workers, and supervisors.

QUALIFICATIONS
• High school diploma or equivalent required.
Health District of Northern Larimer County
Administrative Program Specialist

- Three to five (3-5) years of experience in a directly related field, or in the performance of similar duties and responsibilities strongly desired.
- Detail oriented, excellent organizational skills, a commitment to a high-level accuracy.
- Ability to communicate well verbally and in writing, and to keep accurate and complete records.
- Excellent grammar, spelling, and proofreading skills.
- Ability to maintain confidentiality with protected client information.
- Excellent judgment and problem-solving skills.
- Ability to research, locate, access, and utilize available resources (both internal and external).
- Ability to organize and complete multiple tasks in a timely manner and meet deadlines.
- Ability to work both cooperatively within a team and independently.
- 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.
- Intermediate skills in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook, and Teams).
- 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.

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.

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 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.