

# Health District

OF NORTHERN LARIMER COUNTY

## POSITION DESCRIPTION

<b>POSITION TITLE</b>	<b>Administrative Program Specialist</b>
<b>DEPARTMENT</b>	<b>Planning, Policy, Research &amp; Evaluation</b>
<b>SALARY GRADE</b>	<b>Grade 7</b>
<b>REPORTS TO</b>	<b>Director of Planning, Policy, Research &amp; Evaluation</b>

### POSITION OVERVIEW

The Administrative 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 Resource Development. Generally, this position will include data input, taking detailed meeting notes, organizing communications, setting up meetings and attending to meeting logistics, creating presentations and visuals, conducting 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 Director of Planning, Policy, Research & Evaluation, and team managers.
- Maintains scheduling calendar for the Director of Planning, Policy, Research & Evaluation; 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.
- May attend webinars, hearings, and other meetings to take notes on information relevant to the work of the teams.
- Serves as a travel specialist for Planning, Policy, Research & Evaluation teams, 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, conference registrations, airline tickets, hotel accommodations, rental car, airport shuttles, and per diem.

#### Project Support

- Assists 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 to support assigned projects.
  - Composition of meeting notices, letters, matrices, outreach, presentations, handouts, etc.
  - Assisting with marketing of select projects, assessments, and partnerships.
  - Providing accurate information to colleagues, partners, and community members in a polite and professional manner
  - Any other task 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.

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- Assists the Research & Evaluation team with survey and evaluation activities for Health District programs and projects.
- Assists in monitoring relevant policy issues, including tracking the progress of bills of interest to the Health District.
- Works with the Director of Planning, Policy, Research & Evaluation to ensure that the goals and objectives of projects are met.

### General

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

### QUALIFICATIONS

- Three to five (3-5) years of experience in a directly related field, or in the performance of similar duties and responsibilities strongly desired.
- High school diploma or equivalent required.
- Detail oriented, excellent organizational skills, a commitment to a high-level accuracy.
- Ability to work both cooperatively within a team and independently.
- Ability to communicate well verbally and in writing, (and to keep accurate and complete records).
- 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 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.
- Excellent grammar, spelling, and proofreading skills.
- Excellent judgment and problem-solving skills.
- Ability to maintain confidentiality with protected client information.
- 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.

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**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 is 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.