



Position Description

Position Title Executive Assistant

Career Level/Grade P2

Position Overview

The Executive Assistant provides high-level administrative support to the Vice President of Client Experience and the Vice President of Strategy and Impact. The role is pivotal in ensuring the smooth execution of strategic initiatives and program operations across the organization. Working with two highly collaborative and mission-aligned leaders, the Executive Assistant will manage complex calendars, coordinate cross-functional meetings, support project tracking, and serve as a liaison between the Vice Presidents and internal/external stakeholders.

Supervision and Fiscal Responsibilities

No direct reports or fiscal responsibility.

May provide guidance and coach others.

Examples of Duties

- Provide advanced level administrative assistant support to the Vice President of Strategy and Impact and the Vice President of Client Experience exercising significant discretion.
- Maintain scheduling calendar for both VPs; coordinate meetings and appointments with staff and external contacts, including meeting space, confirmations, room set-up, and all other details.
- Support collaboration across departments involved in program delivery, client services, and strategic initiatives.
- Complete complex analysis, recommend solutions, and take responsibility for financial assignments, including purchasing requests and reporting.
- Create and maintain an effective record-keeping system, including filing and retrieval.
- Coordinate travel for both VPs and serve as a subject matter expert in the process.
- Coordinate and manage appropriate signatures on contracts, MOUs, and Expenditures.
- Manage standard projects or processes, including assisting the VPs with coordination, evaluation, monitoring, or amendments as required.
- Develop and maintain positive, professional, and productive relationships with consumers, the public, other agencies, co-workers, and supervisors.

Qualifications

- Bachelor's Degree in relevant field with 5 – 7 years of experience.
- Equivalent combination of education and experience level.
- Ability to obtain and maintain commission as a Notary Public is preferred.

Knowledge, Skills, & Abilities

- Advanced knowledge and experience in a wide variety of clerical and executive assistant responsibilities and duties.
- Ability to coordinate a variety of complex projects accurately.
- Strong critical thinking, problem-solving and excellent organizational skills.
- Strong attention to detail with a high level of accuracy.
- Exceptional verbal and written communication skills.

Health District of Northern Larimer County

Executive Assistant

2

- Ability to balance multiple demands, work both cooperatively within a collaborative cross-functional team and independently.
- Ability to manage own time and complete tasks aligned with end goals in mind.
- Ability to effectively interact, work, and develop meaningful relationships with people of diverse backgrounds, including cultures, beliefs, customs, socioeconomic statuses, abilities, genders, gender identities, and sexualities.
- Ability to adapt style to differing audiences.
- Ability to maintain confidentiality.
- Ability to thrive in fast paced office environment.
- Commitment to contributing to an inclusive and equitable working and learning environment.
- Excellent computer skills with the ability to learn new software.
- Advanced skills in Microsoft Office Suite (Word, Excel, PowerPoint, and Outlook).
- Proficiency in project tracking systems (i.e. ClickUp, Asana, Trello, or similar).

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 accommodation 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.

Infection Prevention

During flu season, flu shots are strongly recommended for this position.

Equal Opportunity Employer

The Health District is committed to creating an equitable and inclusive workplace and proudly serves as an Equal Opportunity Employer. We welcome applicants from all backgrounds and ensure that all qualified candidates 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.

We believe that diverse backgrounds and perspectives strengthen our organization, so we consider a combination of experiences to meet minimum qualifications. Experience may include related knowledge, skills, abilities, education, work, and lived/living experience. If you are interested in applying, we encourage you to think broadly about your background and skill set for the role.