

Health District

OF NORTHERN LARIMER COUNTY

Position Description

Position Title Executive Assistant/Clerk to the Board

Salary Level/Grade P3

Position Overview

The Executive Assistant to the Executive Director is recognized internally as a subject matter expert in providing direct support for all the Executive Director's and Deputy Director's projects and activities, as well as the Board of Directors. Works independently with limited oversight from manager, and in conjunction with the Executive Director, Deputy Director, Leadership Team, and staff teams.

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 Executive Director, Deputy Director, Board of Directors, exercising significant discretion.
- Maintain scheduling calendar for the Executive Director; coordinate meetings and appointments with staff and external contacts, including meeting space, confirmations, room set-up, and all other details.
- 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 and serve as custodian of critical documents, including historical and legal documents.
- Certify, resolutions, agreements, and other official documents.
- Perform secretariate duties, assisting the Executive Director in fulfilling Board responsibilities including preparing public notifications, agendas, minutes, gathering information, setting up meetings, distributing materials, follow up correspondence, and other logistical support.
- Keep record of the board's meetings and proceedings, receipts and disbursements, and official acts.
- Attend board and committee meetings, recording proceedings, and maintaining minutes.
- Establish, publish, and provide legal notice for meetings.
- Coordinate travel for Executive Director and members of the Board of Directors.
- Coordinate and manage appropriate signatures on contracts, MOUs, and Expenditures.
- Enhance relationships and networks with senior internal/external partners not familiar with the subject matter, and assist the Executive Director in prioritizing, summarizing, and completing communications.
- Manage standard projects, programs, or processes, including assisting the Executive Director 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.

Health District of Northern Larimer County

Executive Assistant/Clerk to the Board

2

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.
- Excellent computer skills with the ability to learn new software.
- Strong critical thinking, problem-solving and excellent organizational skills.
- Strong attention to detail with a high level of accuracy.
- Good verbal and written communication skills.
- Ability to balance multiple demands, 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.
- Ability to adapt style to differing audiences.
- Ability to maintain confidentiality.
- Ability to manage own time and complete tasks aligned with end goals in mind.
- Ability to thrive in fast paced office environment.
- Advanced skills in Microsoft Office Suite (Word, Excel, PowerPoint, and Outlook).

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.

Infection Prevention

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

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.