

**SAN JUAN BASIN PUBLIC HEALTH
CLASS SPECIFICATION**

Administrative Support Specialist

<u>JOB FAMILY</u>	<u>BAND/GRADE/SUBGRADE</u>	<u>FLSA STATUS</u>
Administrative Support	B23	Non-Exempt

CLASS SUMMARY:

This class is the third level in a four-level **Administrative Support Series** devoted to providing clerical support and office/clinic coordination duties to the Executive Director and Deputy Director of Operations. Incumbents, as assigned, perform a variety of specialized and confidential office support and administrative duties for an assigned department and/or board of health; arrange and schedule meetings and events; perform records management including scanning, maintaining, storing and disposing of records, files, logs and reports; maintain sensitive and confidential information; perform special projects; perform data input and retrieval of information; prepare and maintain a variety of databases, spreadsheets, inventories and reports; prepare original correspondence, reports and forms; edit and proofread documents; develop and recommend procedures; prepare agendas, related meeting materials and minutes; provide administrative support to internal committees; professionally represent SJBPH to all customers and visitors and explain programs, policies and procedures.

ESSENTIAL DUTIES:

This class specification represents only the core areas of responsibilities; specific position assignments will vary depending on the needs of SJBPH.

Provides specialized administrative and office/clinic support activities for an assigned department and/or board of health; handles and maintains confidential materials and organizational information; prioritizes, arranges and schedules meetings, events and facility space; prepares meeting spaces; prepares and distributes agendas and related meeting materials; attends meetings and prepares and distributes minutes.

Assists internal and external customers by answering questions and providing information regarding programs, services, policies and procedures that may come in through the Executive Director or Deputy Director; performs routine research related to special requests and refers non-routine requests to appropriate resource.

Performs records management duties including scanning, maintaining, storing and disposing of records, documents, files, logs and reports; maintains sensitive and confidential information; organizes and retains records in accordance with established standards and procedures.

Provides administrative support of special projects; retrieves and compiles related data and information; provides assistance in preparing project documents, presentation materials and basic reporting; and may serve as a liaison providing activity coordination between administration and project leaders.

Enters, updates, verifies and/or maintains database information, spreadsheets, reports, program/service documentation, expense tracking, inventory information and/or other administrative records. Adheres to financial policies and procedures, tracks and submits receipts. Acts as a contract administrator by routing, tracking, and processing all incoming contracts.

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Drives and maintains the ability to operate a motor vehicle as required in the provision of assigned duties.

Performs other duties of a similar nature and level as assigned.

TRAINING AND EXPERIENCE:

High School Diploma or GED and four years of office support activities.

OR

An equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above, unless otherwise subject to any other requirements set forth in law or regulation.

LICENSING/CERTIFICATIONS:

- Valid Colorado Driver's License.

WAGE SCALE RANGE:

- \$19.24-\$27.90

KNOWLEDGE OF:

- Standard practices, methods and materials of assigned work.
- Mathematical concepts.
- Records management principles.
- Basic research methods.
- Basic budgeting and expense tracking practices and methods.
- Basic inventory and supplies maintenance practices.
- Uses and properties of supplies and equipment.
- Applicable federal, state and local laws, codes, regulations (based on assignment).
- Customer service principles.
- Specialized equipment relevant to area of assignment.
- Modern office technology.
- Health Insurance Portability and Accountability Act.

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SKILL IN:

- Preparing reports, correspondence and documentation.
- Prioritizing and scheduling meetings and events.
- Planning and preparing arrangements for meeting requirements including facility space, supplies, and other materials or standard meeting equipment.
- Managing time and prioritizing requests.
- Filing, organizing, imaging and maintaining records, documents and files.
- Updating and maintaining database information, spreadsheets and administrative tracking documents.
- Proofreading and editing correspondence, agendas, minutes and other documents.
- Performing audits, identifying errors, making corrections and recommendations.
- Reviewing and researching program, project, policy or procedural information.
- Exercising confidentiality.
- Providing attention to detail in assignments.
- Following directions and meeting standards.
- Comprehending reference books and manuals.
- Interpreting and applying applicable laws, codes, regulations and standards (based on assignment).
- Providing customer service.
- Utilizing a computer and relevant software applications.
- Utilizing communication and interpersonal skills as applied to interactions with coworkers, supervisors, the general public and others to sufficiently exchange or convey information and to receive work direction.

ADA AND OTHER REQUIREMENTS:

Positions in this class typically require: reaching, standing, walking, fingering, grasping, talking, hearing, seeing and repetitive motions.

Light Work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to lift, carry, push, pull or otherwise move objects including the human body. If the use of arm and/or leg controls requires exertion of forces greater than that for Sedentary Work, and the worker sits most of the time, the job is rated for light work.

Working Conditions:

Work is performed in both the field and in an indoor office environment with moderate exposure to travel.

Emergency Preparedness:

Must participate from time to time in Disaster Preparedness and emergency events.

NOTE:

This job classification description is intended to be generic in nature. It is not necessarily an exhaustive list of all duties and responsibilities. The essential duties, functions and responsibilities and Fair Labor Standards Act (FLSA) designation may vary based on the specific tasks assigned to the position.

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CLASS HISTORY INFORMATION:

Date: (03/2017)
 Removed “provides assistance with Office Moves” from essential duties (6/2017)
 Added wage pay range (05/2019)
 Updated banding from B22 to B23, updated wage range, and edited essential duties (8/2021)

Approved by:

(Supervisor – Signature)	(Title)	(Date)

Reviewed by:

(Human Resource Director – Signature)	(Title)	(Date)

Receipt and Acknowledgment:

I acknowledge and understand that:

- This job description, and receipt and acknowledgment of this job description, does not imply or create a promise of employment or employment contract of any kind. I understand and acknowledge that my employment with San Juan Basin Public Health is “at will” and may be terminated by me or the employer at any time with or without cause.
- The job description provides a general summary and requirements of the position in which I am employed. At this time, I know of no limitations which would prevent me from performing these functions with or without accommodation. I further understand that it is my responsibility to inform my supervisor if, at any time, I am no longer qualified for my position and/or unable to perform the job requirements or essential functions of my job.
- Job descriptions, duties, tasks, work hours, work requirements and qualifications may be changed at any time at the discretion of San Juan Basin Public Health. Further, all San Juan Basin Public Health employees understand and acknowledge that any loss of funding to SJBPH may result in employer restructuring, amended/eliminated job descriptions, and/or termination of employment.
- Acceptable job performance requires: (a) proper compliance with and completion of all aspects of the job description; and (b) compliance with San Juan Basin Public Health policies, procedures, rules and regulations.
- I have read and understand this job description.

(Print Employee Name)	(Employee Signature)	(Date)