



Position Description

Position Title Program Specialist – Facilities/Compliance

Career Level/Grade S2

Position Overview

The Program Specialist - Facilities/Compliance is an intermediate-level individual contributor, providing project and administrative support to the Facilities and Compliance teams. Working under moderate supervision, 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.

We believe that our people are our greatest strength. Each employee contributes to our shared mission, vision, strategy, and values. We are committed to fostering a workplace that is **Supportive, Impactful, Accountable, and Inclusive**.

Supervision and Fiscal Responsibilities

No direct reports or fiscal responsibility.

Examples of Duties

- Develop, implement, and oversee record keeping, distribution of materials, management of supplies, and other types of administrative/programmatic systems.
- Attend webinars, and other meetings to take notes on information relevant to the work of the teams.
- Provide project support assisting in coordination, organization, and other relevant tasks, ensuring that goals and objectives are met.
- Perform assignments that are routine or semi-routine in nature and recognize the need for occasional deviation from standard practice.
- Perform routine support, office, clerical, and advanced-level administrative and facilities-related duties that are repetitive in nature.
- Develop and maintain positive, professional, and productive relationships with consumers, the public, other agencies, co-workers, and supervisors.

Qualifications

- High school diploma with 3-5 years of related experience or Associate's degree with 1 - 4 years of related experience.
- Equivalent combination of education and experience level.

Knowledge, Skills, & Abilities

- Excellent grammar, spelling, and proofreading skills.
- Excellent judgment and problem-solving skills.
- Strong problem-solving skills.
- Detail-oriented, excellent organizational skills, with a commitment to a high level of accuracy.
- Intermediate skills in Microsoft Office Suite (Word, Excel, PowerPoint, and Outlook), with the ability to learn new software.
- Ability to communicate well verbally and in writing, and to keep accurate and complete records.

Health District

Program Specialist – Facilities/Compliance

- Ability to research, locate, access, and utilize available resources (both internal and external).
- Ability to balance multiple demands, work both cooperatively within a team and independently.
- Commitment to contributing to an inclusive and equitable working and learning environment.
- 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 maintain confidentiality.
- Ability to maintain professional, positive, productive relationships.
- Ability to follow clear and established processes.

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.