



Position Description

Position Title Executive Assistant

Career Level/Grade P2

Position Overview

The Executive Assistant provides high-level administrative support to executive leadership positions. The role is pivotal in ensuring the smooth execution of strategic initiatives and program operations across the organization. Working with executive leaders, the Executive Assistant will manage complex calendars, coordinate cross-functional meetings, support project tracking, and serve as a liaison between leadership and internal/external stakeholders.

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.
May provide guidance and coach others.

Examples of Duties

- Provide advanced level administrative assistant support to executive leadership roles, exercising significant discretion.
- Support meeting management for members of the Executive Leadership Team by preparing agendas, preparing and distributing meeting minutes, and support tracking of action items from meetings.
- Maintain scheduling calendar; coordinate meetings and appointments with staff and external contacts, including meeting space, confirmations, room set-up, and all other details.
- Lead and coordinate multiple cross-functional projects, programs, or processes by maintaining project plan timelines and tracking for milestones and deliverables.
- Manage projects to ensure goals and objectives are met; duties include but are not limited to managing events and retreat coordination, monitoring special project expenses, drafting departmental procedures and contracts, correspondence, conducting and summarizing research projects, support operational decisions, preparing reports and presentations.
- 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 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 with coordination, evaluation, monitoring, or amendments as required.
- Support collaboration across departments.
- Streamline and manage administrative workflows and implement efficiency improvements.
- Develop and maintain positive, professional, and productive relationships with consumers, the public, other agencies, co-workers, and supervisors.

Health District of Northern Larimer County

Executive Assistant

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.
- 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.

Health District of Northern Larimer County

Executive Assistant

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.