



**Job Title:** Administrative Assistant

**FLSA Status:** Non-Exempt

**Reports to:** Director of Operations and Health Promotion

### About the Department

The Pueblo Department of Public Health and Environment (PDPHE) promotes and protects the health and environment of Pueblo County through prevention strategies, advocacy, partnerships and leadership. We continually strive to ensure a thriving, healthy, and safe community. PDPHE is accredited by the Public Health Accreditation Board and each employee contributes to the implementation of the Strategic Plan and are important to the achievement of the mission.

### Position Summary

The Administrative Assistant provides business support functions for a program and/or Division at PDPHE. Provides support to the employees and Division leadership team for all administrative functions. Works independently or within assigned work groups to meet the needs of the division.

### Essential Job Functions

- Prepare correspondence and educational materials as directed in accordance with internal policies, guidelines and accreditation standards.
- Provide administrative support in planning, development and implementation of projects by serving as facilitator for all business support functions.
- Maintain current knowledge of Department policies and ensure guidelines for correspondence, purchasing, travel, facility management and meeting facilitation are met in the assigned work area.
- Create and maintain inventory, equipment or program assets (vaccine, incentives, computers, laptops).
- Create and maintain program slides for Division website pages.
- Performs basic accounting functions that contribute to the overall reporting and compiling of financial information.
- Greet and welcome visitors as they arrive to the building.
- Answer, screen, and forward incoming phone calls.
- Organize and maintain division work areas, meetings rooms, kitchen and storage areas.
- Maintain simplified budget for assigned programs; record purchase requisitions to provide an up-to-date snapshot of purchases.

- Manage and plan all recordkeeping and storage/purging related to assigned programs in the Division.
- Participate in work assignments that are complex in nature where judgment, analysis and initiative are required in resolving problems and making recommendations.
- Performs other functions as required to fulfill the expectations of the position and the goals and objectives of assigned program/projects and the agency.

### **Knowledge, Skills, and Abilities**

- Outstanding verbal and written communications skills, including ability to adapt style to fit various audiences.
- Experience in writing from verbal direction, information items for multiple audiences with clear statements and general understanding.
- Experience in working in classified/confidential work settings; ensuring only approved information is shared or released when approved.
- Demonstrated experience in use of office equipment (personal computer, fax, copier, various software applications).
- Experience in coordinating and facilitating multiple participants in travel, meeting facilitation and communication methods.
- Experience in records management skills and ability to maintain and update as prescribed by relevant rules, regulations and procedures.
- Knowledge of inclusiveness, social determinants of health, health equity, and health disparities.
- Ability to engage with and work with other personnel and teams.
- Well-organized and efficient in managing multiple responsibilities.
- Ability to work independently.

### **Qualifications | Requirements**

High school diploma or general education degree (GED) required. Three years of progressively responsible work experience in the field of administrative/business support role is required. Public health work experience is preferred.

Must possess and maintain a valid Colorado driver's license and be able to provide personal transportation for work-related business. Must obtain annual flu vaccination and any job specific immunizations. May be required to submit to a two-step PPD test.

### **Work Environment | Physical Demands**

Work is an office setting at a desk for several hours at a time (seated or standing). Work schedule is typically Monday through Friday, 8:00 a.m. to 5:00 p.m. but may be required to work beyond normal work schedule on occasion. Repetitive tasks and reoccurring deadlines are the norm. May be called upon to respond to public health emergencies if needed.