



## MEMORANDUM

**TO:** Tom Sullivan, County Manager  
**FROM:** Kathy Nelson, Human Resources Director  
**DATE:** 12/29/2019  
**RE:** Request to Approve a New Public Health Administrative Specialist Position

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Public Health Director, Kari Ladrow, is requesting approval of the Administrative Specialist job description and pay scale. This position will support the Public Health Department. Under general supervision, this position will provide complex administrative support to the Department. This will be a full-time benefitted position.

**Some of the key functions and technical skills of this position include:**

- Management of calendars, appointments, document preparation, and maintain filing systems.
- Develop invoices and complex spreadsheet systems for grant and contract monitoring purposes.
- Manage calendars, schedules meetings, organizes special events, and assists with staff travel.
- Monitors expenses and processes invoices; assists in developing department budget goals. Manages meeting agendas, collects agenda items, prepares packets and supervises packet assembly and distribution; utilizes County scheduling mechanisms for meetings and submission of information to BCC.
- Responds to questions from Public regarding Public Health service provision and refers to appropriate personnel.
- Develops and implements office systems and procedures to ensure efficiency and communication within the Department.
- Prepares various documents, faxes, and reports; maintains filing and records systems.
- Orders supplies, coordinates work orders and handles mail.
- Attends and participates in all meetings required by supervisor.
- Manages web pages and updates content on a daily/weekly/monthly basis, including updating staff roster, contact information, documents, project status, photos and calendars.
- Troubleshoots web related problems, escalates and coordinates the resolution of difficult system issues with vendors or IT staff.
- Supports the relationship between Routt County government and the public by demonstrating courteous and cooperative behavior when interacting with citizens, visitors, and County staff.
- Maintains confidentiality of work-related issues and County information.

I have reviewed the job description and I do not have any edits.

I have evaluated the job description against Employers Council salary information and I have benchmarked it against an Administrative Assistant III resort salary data. I have also reviewed the position against the County's job evaluation factors and the job description meets the point factor of an Administrative Assistant IV pay scale.

I recommend approval of the job description and classifying this position as an Administrative IV and request approval to place this request on the Commissioners agenda for their consideration for approval

County Manager Comments: I approve the job description and  
agree with your wage analysis - Please  
schedule time for BCC approval on the  
next available Action Agenda, - 12-31-19

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