



Southern Nevada Health District Administrative Specialist

CLASS CODE	1111	SALARY	\$57,812.31 - \$92,499.69 Annually
ESTABLISHED DATE	September 18, 2024	REVISION DATE	September 18, 2024

JOB DEFINITION

Responsible for performing confidential administrative, operational, procedural, programmatic, and related analysis and support of a District division or complex department of multiple services and activities within executive leadership group.

Distinguishing Characteristics:

The classification independently performs a wide variety of complex, technical, and time-sensitive administrative duties and is distinguished from other administrative support classifications by its frequent contact with the district's leadership team, Human Resources, and Finance departments. Incumbents frequently work with and maintain confidential information pertaining to financial, procedural, political, and personnel matters having District-wide impact.

Supervision Received and Exercised:

- Receives general direction from designated Division Director or executive-level Chief Officer.
- This classification does not exercise supervision over assigned staff.
- May perform functional supervision or special project direction.

EXAMPLES OF ESSENTIAL FUNCTIONS & DUTIES

This class specification lists the major duties and requirements of the job and is not all-inclusive. Incumbent(s) may be expected to perform job-related duties other than those contained in this document and may be required to have specific job-related knowledge and skills.

- Serves as liaison for a Division Director or departmental executive-level Chief Officer regarding District activities, operations, and programs.
- Coordinates communications with other administrators, district managers, leaders of external entities, community groups, and the public pertaining to specialized and sensitive information impacting assigned division or department.
- Schedules, organizes, and coordinates meetings, conferences, and publicized events.
- Composes prepares, and coordinates agenda items for the Board of Health or Committees; ensures that all supporting documentation is included; follows up after governing body action as required.
- Screen assigned director's or chief officer's calls, assessing the relative importance of each call; responds to requests for information; take detailed messages concerning issues of significance to the district.

- Research and investigate complaints, public inquiries and issues raised by external entities; review and evaluate historical information, precedents and applicable regulations, statute, and guidelines; develop alternative courses of action and probable outcomes based on available information and projections for director's or chief officer's review.
- Obtain and record specialized information concerning program activities and clientele and communicate with representatives of external entities as required; ensure compliance with legal requirements and procedures, program guidelines; develop remedies for non-compliance or refer to appropriate personnel according to established operating procedures.
- Coordinates a variety of personnel activities for assigned division or department; processes personnel and payroll forms ensuring conformance with rules and regulations; answers employee questions regarding personnel rules and MOU interpretation; organizes and coordinates new hire onboarding, orientation, and required trainings.
- Prepares a variety of technical, statistical, and narrative reports, letters, memos, and other written materials.
- Completes informational surveys; prepares and submits reports to various regulatory agencies, funding sources, and other organizations.
- Maintain records and tracks progress and outcomes of legislative proposals, grievances, contracts, personnel, and project activities; develop and implement effective and efficient recordkeeping systems and ensure that information is logically organized, appropriately cross-referenced, and accessible to users.
- Ensure confidentiality of sensitive information which is not part of the public record.
- Contributes to the efficiency and effectiveness of the unit's service to its customers by offering suggestions and directing or participating as an active member of a work team.
- Promotes and supports the overall mission of SNHD by demonstrating courteous and cooperative behavior when interacting with customers and staff; acts in a manner that promotes a harmonious and effective workplace environment.

MINIMUM QUALIFICATIONS

Education, Experience, and Training:

- High School Diploma or equivalent plus Associate's degree or two (2) years of course work (64 semester hours) from an accredited college or university in health care administration, public administration, business administration, or a related field; **AND** four (4) years of administrative support experience or an equivalent combination of education, training, and experience.

Licenses, Certifications, and Registrations:

- Valid Nevada driver's license, or ability to obtain within ninety (90) days of employment.
- Completion of FEMA Incident Command System training, (100, 200 and 700), within six (6) months of employment.

KNOWLEDGE, SKILLS, AND ABILITIES

To perform this job successfully, the candidate must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

Knowledge of:

- Data sampling and statistical analysis techniques.
- Computer applications related to assigned work.
- Principles and practices of budget administration.

- Operational principles and concepts related to assigned division or department.
- Program or division regulations and policies related to purchasing, budget, and personnel administration.
- Project management and analytical techniques.
- Principles and practices of collective bargaining agreement administration.
- Record keeping principles and practices.
- Applicable policies, laws, codes, and regulations.
- Principles and practices of public records management.
- Correct business English, including spelling, grammar, and punctuation.
- Principles and practices to serving as an effective project team member.
- Techniques for working with a variety of individuals from various socio-economic, ethnic, and cultural backgrounds.

Skill and Ability to:

- Perform paraprofessional level analytical and programmatic work.
- Maintain high-level of confidentiality of information and assignments.
- Ability to interpret, apply, and explain applicable laws, codes, and regulations.
- Maintaining accurate records and files.
- Prepare clear and concise reports, correspondence, and other written materials.
- Use initiative and independent judgment within general policy guidelines.
- Use tact, discretion, and prudence in dealing with those contacted in the course of the work.
- Excellent written and verbal communication; conflict resolution, demonstrated commitment to deliver superior service for district leadership, staff, and population served.
- Prepare various written correspondence and special reports regarding work performed; identify assign division or department issues, concerns, or needs and communicate to designated director or chief officer.
- Prepare and analyze large and complex budgets; allocate limited resources in a cost-effective manner.
- Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.
- Ability to develop effective work teams and motivate individuals to meet goals and objectives and provide customer services in the most cost effective and efficient manner.
- Work independently and with various individuals from various socio-economic, ethnic, and cultural backgrounds.

CORE COMPETENCIES

- **Commitment:** Provide quality service and collaborate with internal and external partners to achieve mutual goals and strengthen community health.
- **Accountability:** Carry out responsibilities and report in a transparent manner to employ capacity in a creative and agile way, embracing good leadership and stewardship principles to achieve long-term sustainability.
- **Respect:** Recognize and appreciate the dignity and worth of every person, regardless of their background, traditions, talents, or skills. Build positive relationships that foster inclusion and belonging for all, ensuring access to services based on needs.
- **Excellence:** Pursue quality and innovation from our policies and systems to our services and interactions. Embrace the pursuit of excellence and a culture of improvement in interactions with patients, partners, and stakeholders.
- **Service:** Strive to provide an exceptional experience for everyone through accessible, compassionate services to our patients, clients, co-workers, and communities.

PHYSICAL REQUIREMENTS/WORK ENVIRONMENT

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands:

- Vision sufficient to inspect conditions of facilities, equipment, and systems, and prepare and review diagrams and paperwork,
- Speech and hearing sufficient to provide information, discuss needed work, and provide instructions and training in person or over the telephone,
- Walking, bending, stooping, kneeling, and climbing to inspect work; agility and strength to exert 50 pounds of force occasionally, and/or up to 25 pounds of force frequently, and/or negligible amount of force constantly to move/carry objects,
- Motor skills to operate District vehicles, work in a typical office setting and use of standard office equipment,
- Stamina to sit, stand, and walk for extended periods of time.

Work Environment:

Work is performed in an office environment.

ADDITIONAL JOB DETAILS & INFORMATION

- FLSA Status: Exempt
- Pay Assignment: NRP-1
- Bargaining Unit: Ineligible
- Supervisory Classification: No
- EEO-4 Category: Administrative

This classification is confidential and non-represented. A confidential employee is defined by NRS 288.420 as an employee who provides administrative support to an employee who assists in the formulation, determination and effectuation of personnel policies or managerial policies concerning collective bargaining or supplemental bargaining.

All required licenses must be maintained in an active status without suspension or revocation throughout employment. Any employee may be required to stay at or return to work during public health incidents and/or emergencies to perform duties specific to this classification or to perform other duties as requested in an assigned response position. This may require working a non-traditional work schedule or working outside normal assigned duties during the incident and/or emergency.

New employees must complete FEMA Incident Command System training, (100, 200 and 700), as a condition of continuing employment, prior to the completion of the probationary period.