



JOB DESCRIPTION LAKE COUNTY GOVERNMENT



JOB TITLE: COVID-19 Program Administrator
DEPARTMENT: Lake County Public Health Agency
CLASSIFICATION: Full Time, exempt **thru 12/2022 if needed**
SALARY: 43,680-49,940 DOE
SUPERVISOR TITLE: Director

Lake County Government in Leadville, CO is seeking an experienced fulltime **Program Administrator** for our **Public Health Department**. This position is responsible for the implementing and administering special COVID-19 related projects and programs including the local public health order, sector guidance, Roadmap to Reopening and communications, and public information strategies.

Essential Duties Include:

- Manage project design including planning, developing, implementing, maintaining, reporting, and evaluating
- Apply public health experiences, content knowledge, and expertise to identify best practices
- Adeptly determine performance objectives and guidelines, and recommend procedural improvements.
- Advise on-going strategic management and planning for the pandemic response, including assessing complex problems and barriers and recommending population-based resolution strategies and actions.
- Understand requisite knowledge that underlies effective decision-making.
- Provide guidance to others involved with the County's COVID response efforts including the Public Information Officer, Attorney's Office and Law Enforcement agencies collaborating on education, compliance and enforcement.
- Continue to build a foundation of knowledge around local, state, and national COVID-related strategies and guidelines and incorporate the information into local guidelines.
- Effectively communicate public health and COVID expertise to interdisciplinary teams, sector representatives and community members.
- Coordinate with internal and external stakeholders to ensure synchronicity in project direction, timelines, and deliverables.
- Convene and facilitate community groups for Covid-19 prevention and/or education.
- Provide subject matter expertise and key educational and administrative resources for assigned project/projects, providing advice and assistance.
- Plan and provide public awareness through various forms of communication
- Collaborates on data collection, analysis, evaluation and monitoring of metrics and outcome data.

- Develop and maintain positive relationships with other community professionals, through effective coordination, communication, and continuity.
- Support the relationship between Lake County government and the general public by demonstrating courteous and cooperative behavior when interacting with citizens, visitors, and County staff; maintain confidentiality of work-related issues and County information; perform other duties as required or assigned.

Qualifications:

- Knowledge of the following:
 - Integrated systems and/or systems change
 - community resources in multiple sectors
 - local government systems
 - program evaluation and outcomes measurement
 - collaboration and collaborative processes
- Able to 'hit the ground running' effectively and efficiently
- Professional, positive attitude and strong work ethic.
- Handle confidential information with discretion and professionalism
- Strong verbal and in written communication skills
- Experienced in handling multiple tasks simultaneously in emergency and stressful situations with a professional demeanor.
- Strong organizational skills to prioritize work to meet deadlines with accuracy
- Proven success in developing, interpreting, and communicating policies and procedures
- Associates or bachelor's degree in a relevant field plus 2-5 years minimum experience in a relevant field is preferred.
- Equivalent combination of education, training, and experience will be considered
- Bilingual (Spanish) preferred but not required

All interested candidates submit your cover letter and resume to:
cnielsen@co.lake.co.us **Attention: Covid Admin**

Lake County Government is an equal opportunity employer. We embrace the diversity of our workforce, therefore all employment decisions are on the basis of qualifications, merit, and business need.