

DONA ANA COUNTY
JOB DESCRIPTION

POSITION TITLE: Committee Coordinator	PAY GRADE: B23
FLSA: <input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Non-Exempt	
DEPARTMENT: Health & Human Services (HHS)	LEAD: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
REPORTS TO: HHS Director	SUPERVISOR: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
BARGAINING UNIT: N/A	
APPROVED: <u><i>Jamela</i></u>	<u>1/15/21</u>
Department Head/Elected Official	Date
<u><i>Deborah Weir</i></u>	<u>01/15/2021</u>
Human Resources Director	Date

I. PURPOSE SUMMARY.

Under the general supervision of the HHS Director, the coordinator works as a liaison between HHS staff, the HHS Alliance, and other advisory or committees associated with the department to provide administrative support, facilitation, and to solicit comprehensive input on matters affecting the health of the residents of Doña Ana County.

II. ESSENTIAL DUTIES.

A. Board Development and Maintenance

1. Communicate with members regularly to share information, send meeting notices, gather feedback, and generate interest. Track member participation and identify opportunities to increase participation as needed.
2. Maintain records to track the work and membership of the Alliance and other boards or committees.
3. Solicits members or participants who are reflective of the community and in line with the committee's purpose or guidelines.
4. Oversee the application and orientation process for members or participants.
5. Track membership and officer terms in compliance with the operating guidelines including term limits and officer or committee chair elections.
6. Utilize Robert's Rules, the Alliance guidelines, grant requirements, or other policies as needed to manage the efforts of the appropriate boards and committees.
7. Promote and disseminates information about department boards and committees to increase visibility and participation through information exchange with local service providers, community members, civic groups, and governmental agencies.

B. Meeting Coordination

1. Coordinate, attend, and participate in meetings and other related board and committee events.
2. Take meeting minutes and report to board officers and staff to track follow up items after meetings.
3. Develop and communicate meeting schedules with appropriate staff, board or committee members, and the public.
4. Oversee the development and distribution of meeting agendas, minutes, and other materials or supplies needed to facilitate board and committee meetings.
5. Work with staff to identify relevant board or committee agendas items.

C. Department Planning and Communication

1. Attend meetings with the department management team, staff, and the DWI Coordinator to plan and coordinate future and ongoing board or committee activity, and provides project updates as requested.
2. Communicate board or committee project issues, schedules, concerns, and related staff/department issues with staff and management to align Alliance and department efforts.
3. Participate in the development of written documents including quarterly reports for Local DWI program, Alliance Action Plan, and other programmatic, policy, or promotional documents.
4. Contribute to project schedules, timelines, and priorities, identifies resources and develops sequential order of project priorities as required.
5. Develop and provide input toward board or committee goals, objectives, future endeavors, pilot projects, and the Local DWI program as requested.
6. Represent the department and/or committee's at local, state, or national workshops, community meetings and other functions as requested by the division manager.
7. Serve as liaison or participant in collaborative partnerships between the committee's and community projects.

III. **ADDITIONAL DUTIES.** Other related duties as assigned

IV. QUALIFICATIONS.

A. **Education:** Bachelor Degree in Public Health, Public or Business Administration or a closely related field.

B. **Experience:** Two (2) years of responsible work experience in community health planning, volunteer board development; program or strategic planning; or organizational development and community development.

C. **Education/Experience substitution:** In accordance with County policy.

D. **Licenses/Certifications:** N/A

E. **Other (e.g., post-offer medical exam, polygraph, background check, driver's license record, etc.):** Background check

1. KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED BY THE POSITION:

Must have knowledge of Robert's Rules, the Alliance guidelines and Grant requirements; Business English, spelling, grammar, punctuation and basic arithmetic; Knowledge of general computer and office practices and procedures. Must have be familiar with Health and Human Services service systems; rural and under developed communities including Dona Ana County colonias; and community resources and networks.

Must have skills in effective communication, board development, meeting coordination, facilitation, and health policy planning.

Must have ability to work independently; establish and maintain effective and cooperative working relationships with others in the community, the county, and the department by developing collaborative partnerships; facilitating meetings and maintaining confidentiality; reading; interpreting; and compiling data.

2. FREEDOM TO ACT.

The supervisor provides continuing or individual assignments by indicating generally what is to be done, limitations, quality and quantity expected, deadlines, and priority of assignments. The supervisor provides additional, specific instructions for new, difficult, or unusual assignments, including suggested work methods or advice on source material available. Employee uses initiative in carrying out recurring assignments independently without specific instructions, but refers deviations, problems and unfamiliar situations not covered by instructions to the supervisor for decisions or help. The supervisor assures finished work and methods used are technically accurate and in compliance with instructions or established procedures. Review of work increases with more difficult assignments if the employee has not previously performed similar assignments.

3. GUIDELINES AND JUDGMENT.

Guidelines are available, but are not completely applicable to the work or have gaps in specificity. The employee uses judgment in interpreting and adapting guidelines, such as policies, regulations, precedents and work directions for application to specific cases or problems. The employee analyzes results and recommends changes.

4. PHYSICAL DEMANDS.

The work is sedentary. Typically, the employee sits comfortably to do the work. There may be some walking, standing, bending, carrying of light items. No special physical demands are required to perform the work.

5. WORK ENVIRONMENT.

The work area is adequately lighted, heated, and ventilated, and involves everyday risks or discomforts that require normal safety precautions and safe work practices.

6. SUPERVISORY RESPONSIBILITY.

No supervision exercised. Responsible for own work.

V. EMPLOYEE ACKNOWLEDGEMENT:

I have read my Job Description and understand my assigned responsibilities, and have been given a copy of this Job Description. I have also received a copy of the Personnel Policies and Procedures Handbook, and understand that I am responsible for reading and following all relevant policies and procedures outlined in it. I also certify by my signature below that I am able to perform the essential functions of this Job Description with or without reasonable accommodation.

Accepted by: _____

Employee

Date

Printed Name

Banner ID