



**Saguache County Public Health**  
**PO Box 68, Saguache, CO 81149**

## **Administrative/Grants Assistant**

Job Title: Administrative/Grants Assistant  
Department: Public Health  
Employee:  
Reports to: Director/Deputy Director  
Date: March 2025

### **Summary**

- Works closely with Director, Deputy Director and all other Public Health Staff, the Community, Schools, Clinics, and the State Offices.
- The position is grant funded and could end or have hours reduced depending on grant funding.

### **Level of Responsibility**

- Is an employee of Saguache County Public Health, working under the supervision of the Director and Deputy Director.

### **Qualifications**

- High School Graduate, with some post-secondary coursework at a minimum. Experience related to the health care field helpful, but not required. Must have some knowledge of accounting theory, practice and software(s). Must be willing to become certified in CPR, AED and Basic First Aid. Spanish language skills helpful.

### **Essential Duties and Requirements/Responsibilities**

Includes the following (not limited to):

1. Manage and maintain Saguache County STEPP (State Tobacco Education, Prevention and Cessation Grant Program)
  - a. Manage the deliverables of the Grants
  - b. Assist with managing the finances of the grants
  - c. Update grants annually or as needed
  - d. Manage staff needed for the grants
2. Help with other grants as assigned.
3. Update Data Loggers for our VFC (Vaccine for Children) program as well as help with Vaccine inventory, logs, etc. as needed.
4. Answer phone calls and assist clients and other programs and duties as assigned.

### **Language Skills**

- Ability to read and interpret the most complex documents. Ability to respond effectively to the most sensitive inquires or complaints. Ability to make effective and persuasive speeches and/or presentations on controversial or complex topics to public groups.

### **Reasoning Ability**

- Ability to apply principles of logical thinking to a wide range of intellectual and practical problems.

**Physical Demands**

- Demands that are described here are representative of those that must be met by an employee for the essential functions of this job. While performing the duties of this job, the employee is regularly required to sit, talk, and/or hear. The employee frequently is required to stand, walk and use hands and fingers to handle, or feel. The employee is occasionally required to reach with hands and arms; stoop, kneel, crouch, or crawl; and taste or smell. The employee is occasionally required to regularly lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

**Work Environment**

- Characteristics described here are representative of situations that employee will encounter while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions. While performing the duties of this job, the employee is occasionally exposed to outside weather conditions. The employee is also exposed to hazardous situation(s) which involve infirmed or infected clients or interviewing mentally and/or emotionally disturbed clients. The noise level in the work environment is usually moderate.

**License Requirements**

- Employee must have a current and valid Driver’s License and insurance at all times. Employee must also report any changes, tickets, or suspension of License immediately to the Director and Deputy Director. Employee must have a good driving record in order to use the county vehicles. Employee must agree to use extreme caution and wear seatbelts at all times when driving a county vehicle, or on duty.

**This job description is not intended to be all-inclusive; employee may perform other duties as assigned to meet ongoing needs of the agency.**

I have read and fully understand my job duties and I also understand my job duties may be e-assigned as needed.

Employee Signature

Date

Director Signature

Date