

Administrative Associate – Community Development

Job Description



Department: Public Works
Position: Career Service
Grade: 719
Supervisory: No
Reports to: Associate Director – Community Development

Summary

Under general guidance and supervision of the Associate Director – Community Development, performs routine and complex administrative support work, including functioning as secretary for multiple boards.

Essential Functions

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Serve as primary point of contact for the Community Development division of Public Works; provide detailed information to callers and walk-in clients; receive questions and resolve or direct complaints.
2. Provide administrative support to the Utah County Planning Commission, the Utah County Board of Adjustment, and the Utah County Agriculture Protection Area Advisory Board; prepare agendas and meeting packets; prepare and post or mail all required legal public notices consistent with applicable County and State requirements; confirm Board member attendance, attend meetings and oversee room setup, as needed.
3. Coordinate preparation and transcription of meeting minutes, reports, findings, decisions, correspondence, and other documents from recordings or notes for all assigned public meetings; monitor and document completion of all official actions for the same.
4. Maintain confidentiality and furnish documents to board members and interested parties, including the media, business contractors, and governmental agencies, according to policy.
5. Establish and maintain tracking, record keeping, and filing systems; monitor retention schedules and ensure timely and accurate archiving of documents.
6. Manage appointment calendars for monthly meetings and deadlines.
7. Provide administrative assistance with preparation for the annual budget for the department; track expenditures throughout the year.

For Office Use Only

Job Code: 6930

Job Title: Administrative Associate – Community Development

FLSA: Non-Exempt

Effective Date: 6/27/2022

Public Safety: No

Worker's Compensation: Clerical

Background Level: I

Safety Sensitive: No

DOT: No

ML: Individual Contributor

8. Generate and monitor department purchase orders; prepare and submit purchase requisitions; prepare and verify monthly reports and follow up with vendors, as needed; request transfer of funds, as needed.
9. Monitor purchasing card and reconcile daily receipts; ensure proper financial documentation requirements are met.
10. Reconcile regular billings for services.
11. Coordinate travel arrangements for the Community Development division.
12. Function as division timekeeper; verify hours worked and mileage submitted for bi-weekly payroll; utilize the County's time entry system to ensure proper reporting of work time; coordinate changes and corrections with department employees and the Office of Human Resources, as needed.
13. Coordinate and monitor completion of personnel actions, including recruitment, candidate selection, and orientation for new hires; performance appraisals; track and schedule training to ensure mandated licensing requirements are maintained.
14. May train and assign work to time-limited employees, as needed.
15. Coordinate and monitor appropriate responses to GRAMA requests with Division Associate Director and responsible subject matter experts, as needed; ensure timely response is made within required deadlines; coordinate the gathering, compilation, and review of records to submit to Division Associate Director and/or County Attorney for review; track appropriate GRAMA request fees to be charged to requestor.
16. Monitor inventory of computer, phones, copiers, and related equipment; prepare annual inventory reports.

Knowledge, Skills, and Abilities

- Knowledge of Utah County Rules and Regulations and Policies and Procedures
- Knowledge of accounting procedures
- Knowledge of proper grammar, spelling, and punctuation
- Skilled in reading, writing, and basic accounting
- Skilled in operating standard office equipment
- Skilled in word processing, data entry, and spreadsheet creation
- Skilled in written and verbal communication
- Ability to maintain cooperative working relationships with those contacted in the course of work activities
- Ability to coordinate multiple tasks efficiently
- Ability to work effectively under pressure
- Ability to prioritize tasks and meet deadlines
- Ability to type accurately and at an acceptable rate, based on job duties

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Supervisory Responsibility

This position has no direct supervisory responsibility but does serve as a coach and mentor for other positions in the department.

Work Environment

This job operates in a professional office environment. This role routinely uses standard office equipment such as a laptop, desktop, smartphone, photocopiers, shredders, and filing cabinets. The noise level in the work environment is usually moderate.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is required to use manual dexterity to handle, feel, and operate objects, tools and controls, and reach with hands and arms. The employee is frequently required to stand, talk, and hear. Specific vision abilities by this job include close vision and ability to adjust focus. The employee is required to type, file, and lift supplies up to twenty (20) pounds. The employee occasionally drives a motor vehicle.

Position Type/ Expected Hours of Work

Incumbent must work forty (40) hours each week to maintain full-time status. There may be availability to work out a flex schedule ahead of time that works for both the County and the employee. Occasional evening and weekend work may be required as job duties demand.

Required Education and Experience

1. High school diploma or equivalent.
2. Five (5) years of complex clerical or administrative support work experience, including two (2) years directly related to the duties described above.
3. Equivalent combinations of education and experience may also be considered.

Preferred Education and Experience

1. Preference may be given to applicants who have a documented typing speed at or above the rate of forty (40) WPM net.
2. Preference may be given to applicants with a bachelor's degree in Business, Social Science, Liberal Arts, or a related field.

Additional Eligibility Qualifications

1. Applicants must possess a valid driver's license and obtain a valid State of Utah driver's license within sixty (60) days of employment.

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2. Selected applicants will be required to submit to a pre-employment drug screen and background check.

AAP/EEO Statement

It is the policy of Utah County Government to assure equal employment opportunity to its employees and applicants for employment without regard to race, color, religion, national origin, disability, age, sex, sexual orientation, genetic status or gender identity.

Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee of this job. Duties, responsibilities, and activities may change at any time.

Utah County Government is a drug-free workplace.

Acknowledgement below to be completed after an offer has been extended and accepted.

This job description has been approved by the Office of Human Resource Management in consultation with the Department Head.

Signature below constitutes an understanding of the requirements, essential functions and duties of the position.

Candidate / Employee _____ Date _____

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