



Administrative Associate - Health

Job Description

Department: Health
Position: Career Service
Grade: 720
Supervisory: No
Reports to: Executive or Deputy Director – Health

Summary

Under general direction of the Executive or Deputy Director – Health, performs routine and complex administrative support duties related to record keeping and accounting functions of the Utah County Health Department (UCHD). The incumbent functions as timekeeper for the department and serves as primary backup for the Business Manager – Health.

Essential Functions

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

1. Receive, screen, and direct incoming phone calls for a multi-line phone system; provide initial response to questions, complaints, or problems following established communications and information sharing policies.
2. Work closely with the Board of Health to ensure County compliance with regulations, fee schedules, and audits.
3. Perform scheduling, notification, and preparation of materials for Board of Health and Department meetings; take notes and prepare minutes.
4. Oversee assigned purchasing functions; submit and track purchase orders; schedule travel for the department, as needed.
5. Function as timekeeper and primary liaison with the Office of Human Resource Management for department-wide payroll processing, absence tracking, and problem resolution; train employees to submit timesheets and request time off; serve as backup for timekeepers in other divisions, as needed.
6. Coordinate random drug testing with the Office of Human Resource Management.
7. Monitor department goals for employee engagement; track and report progress to department executive leadership.
8. Coordinate employee recognition and rewards with Division Directors and other department leadership.
9. Function as primary backup for the Business Manager – Health; perform advanced administrative support duties, as needed.

For Office Use Only

Job Code: 6630

Job Title: Administrative Associate - Health

FLSA: Non-Exempt

Effective Date: 8/4/2022

Public Safety: No

Worker's Compensation: Clerical

Background Level: II

Safety Sensitive: No

DOT: No

ML: Individual Contributor

10. Prepare and submit agenda requests to the County Commission to approve and process contracts/grants; track through the approval, signing, and distribution process to ensure appropriate processing.
11. Maintain a log of current and expired contracts; track and verify information on the state's contract system.
12. Perform department key audit; coordinate key orders with Public Works for new employees, including replacement and lost keys.
13. Prepare and proofread correspondence and documents; create spreadsheets and other forms, including department or division newsletters.
14. Coordinate activities with other employees, divisions, departments, vendors, and outside agencies.

Knowledge, Skills, and Abilities

- Knowledge of Human Resources Rules and Regulations
- Knowledge of county policies and procedures
- Knowledge of structure, functions, policies, and procedures of the Health Department
- Knowledge of budget development and administration
- Knowledge of general and fund accounting
- Skilled in reading, writing, and basic accounting
- Skilled in proper grammar, spelling, and punctuation
- Skilled in operating standard office equipment
- Skilled in software applications such as Microsoft Office and Access
- Skilled in creating documents and spreadsheets
- Skilled in creating and maintaining record keeping and filing systems
- Skilled in general functions of County government
- Ability to maintain cooperative working relationships with those contacted in the course of work activities
- Ability to coordinate multiple tasks efficiently and handle stress associated with deadlines and frequent interruptions
- Ability to communicate effectively verbally and in writing
- Ability to type accurately and at an acceptable rate, based on job duties
- Ability to maintain confidentiality

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

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noise level in the work environment is usually moderate. Work occasionally exposes the incumbent to high-stress situations including contact with clients and/or the public in uncomfortable, confrontational, and emotionally charged circumstances.

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. This 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 office supplies up to twenty-five (25) 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.

Travel

Travel is primarily local during the business day, although some out-of-area and overnight travel may be expected, up to five (5) percent.

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.

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.
2. Selected applicants will be required to submit to a pre-employment drug screen and background check.
3. Selected applicants shall be strongly encouraged to receive immunizations according to the Center for Disease Control and/or County Health Department Policy.

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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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