



Administrative Associate - WIC

Job Description

Department: Health
Position: Career Service
Grade: 719
Supervisory: No
Reports to: Division Director – WIC

Summary

Under general supervision of division management, performs advanced clerical work and provides primary administrative support to a division director and/or multiple bureau directors.

Essential Functions

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

1. Oversee division files and record keeping responsibilities; monitor retention schedules and ensure timely archiving of appropriate documents.
2. Coordinate personnel actions with the Business Manager – Health, including recruitment, selection, and performance appraisal; ensure accuracy of employee records.
3. Process information for division payroll and leave accounting; review and approve timesheets; coordinate changes and corrections with the Administrative Associate – Health.
4. Perform scheduling, notification, and preparation of materials for various meetings; take notes and prepare minutes.
5. Prepare and proofread correspondence and documents; create spreadsheets and other forms, including division newsletters.
6. Coordinate activities with other employees, divisions, departments, vendors, and outside agencies, as needed.
7. Oversee assigned purchasing functions, including travel requests; initiate authorization of vendor payments and track purchase orders; schedule travel arrangements; order and inventory office supplies.
8. Ensure new employees attend orientation and conduct in-service training related to administrative and operational policies and procedures, outreach, and other topics, as assigned; train staff in the use of specialized software; track items not completed during orientation and training to ensure training completion, as needed.
9. Review and resolve monthly statistical report issues; report problems to supervisor; copy and file, as needed.
10. Ensure HIPAA compliance; perform work according to HIPAA standards; ensure employee annual training is completed.

For Office Use Only

Job Code: 6601
Job Title: Administrative Associate – WIC
FLSA: Non-Exempt
Effective Date: 8/4/2022
Public Safety: No

Worker's Compensation: Clerical
Background Level: III
Safety Sensitive: No
DOT: No
ML: Individual Contributor

11. Maintain administrative and managerial calendar.
12. Monitor budget needs for division and prepare budget requests, as directed by the Division Director; track year-end expenditures for state and county fiscal year end.
13. Monitor inventory of computers, phones, and copiers; prepare annual inventory reports.
14. Maintain spreadsheet reports and participate in the preparation of the annual budget package.
15. Coordinate with Utah County Motor Pool to initiate, monitor, and pay for regularly scheduled maintenance and necessary repairs for the Mobile WIC Van.

Knowledge, Skills, and Abilities

- Considerable knowledge of Utah County Rules and Regulations and Policies and Procedures
- Considerable knowledge of Utah WIC Policies and Procedures
- Working 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
- Ability to type accurately and at an acceptable rate, based on job duties
- Ability to create a positive working environment, interact professionally with others, and maintain cooperative working relationships with those contacted in the course of work activities
- Ability to coordinate multiple tasks efficiently
- Ability to manage stress associated with deadlines and frequent interruptions
- Ability to create and maintain record keeping and filing systems

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. Work exposes the incumbent to high stress situations including contact with the public and others in confrontational, emotionally charged, or uncomfortable circumstances. Work exposes incumbent to crying children. The noise level in the work environment is usually noisy moderate to loud. The incumbent may be required to drive Utah County owned vehicles in the course of conducting County business and must abide by the Utah County Vehicle Policy.

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.

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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 regularly sits at a desk and is regularly required to walk, stand, or stoop. Specific vision abilities by this job include close vision and ability to adjust focus. The employee works for sustained periods of time maintaining concentration and attention to detail. The employee is required to type, file, and lift supplies up to thirty (30) 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 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 an associate degree.
2. 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.

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.

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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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