



Administrative Supervisor – Environmental Health

Job Description

Department: Health
Position: Career Service
Grade: 722
Supervisory: Supervisor
Reports to: Division Director – Environmental Health

Summary

Under general supervision of division management, manages the daily administrative operations and supervises the clerical personnel of the Environmental Health Division. Performs advanced administrative work to ensure the division's support functions are efficient, effective, and compliant with county policy.

Essential Functions

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

1. Supervise, plan, coordinate, and direct the work of assigned personnel; schedule workload and delegate assignments; oversee training and conduct staff meetings.
2. Assist with staffing decisions related to hiring, training, and retention; evaluate and conduct performance appraisals.
3. Direct the daily workflow and scheduling of assigned staff including time off requests to ensure efficient operations and continuous front desk coverage for the public and assigned Duty Officers.
4. Ensure new employees attend orientation and conduct in-service training related to administrative and operational policies and procedures; train staff in the use of specialized software; track items not completed during orientation and training to ensure state module requirements are met; document training completion, as needed.
5. Function as timekeeper within the division; verify hours worked and mileage submitted for bi-weekly payroll; coordinate changes and corrections; generate and forward related reports to the Health Administration Division for department approval, as needed.
6. Monitor budget needs for division and prepare budget requests, as requested by the Division Director.

For Office Use Only

Job Code: 6625
Job Title Administrative Supervisor –
Environmental Health
FLSA: Non-Exempt
Effective Date: 7/2/2026
Public Safety: No

Worker's Compensation: Clerical
Background Level: I
Safety Sensitive: No
DOT: No
ML: Supervisor

7. Monitor the daily reconciliation of all cash, check, and credit card transactions, ensure accuracy against database reports and maintain proper financial records.
8. Manage the division's complete purchasing and financial cycle, including processing accounts payable/receivable and vendor payments, reconciling purchase orders, and reconciling all purchase card transactions to ensure accuracy and proper documentation; coordinating staff travel, and overseeing the inventory and ordering of office supplies.
9. Manage all divisional scheduling and coordination, including maintaining leadership calendars, arranging activities with internal and external partners, attending required meetings, and serving as the primary point of contact for key vendors like the outside database provider as needed.
10. Oversee division files and record keeping responsibilities; monitor retention schedules and ensure timely archiving of appropriate documents.
11. Assist with temporary and annual permits, including food handler and food manager certificates; direct customers to appropriate entity or inspector to facilitate resolutions, as needed.
12. Ensure state licensure applications and renewals for Environmental Health Scientists are completed in a timely manner; record and monitor submitted continuing education units (CEUs), as needed.
13. Prepare and proofread correspondence and documents; create spreadsheets and other forms including department or division newsletters.
14. Prepare annual billings for county-based establishments, including food, tanning, and body art, pools/spas, and waste haulers; track payments and assess late fees, when applicable; create and maintain associated documents and files.
15. Coordinate and monitor appropriate responses to Government Records Access and Management Act (GRAMA) requests with Division Director and responsible subject matter experts, as needed; ensure timely response is made within required deadlines; gather, compile, and review records to submit to Health Department Administration, Division Director, and/or County Attorney for review; charge appropriate GRAMA request fees to requestor.
16. Complete all assigned Utah County training requirements.
17. Serve as a point of contact for the division, professionally handling all inquiries, requests, and complaints from the public, businesses, and partner agencies across all communication channels.
18. Monitor inventory of computers, phones, copiers, and related equipment; prepare annual inventory reports.
19. Ensure the division's full compliance with Health Insurance Portability and Accountability Act (HIPAA) standards, including overseeing the completion of all required employee training and adherence to policies.
20. Respond to public health emergencies as required by department or division administration.

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21. Carry provided communications device or other emergency communications equipment at all times, both during work hours and when unavailable by phone.
22. Utilize Artificial Intelligence (AI) tools as directed by Utah County Policy and with approval from Department Head.

Knowledge, Skills, and Abilities

- Knowledge of Utah County Rules and Regulations and Policies and Procedures and applicable state agency regulations such as HIPAA and GRAMA
- Knowledge of standard accounting principles, budget management, and financial processes
- Skilled in utilizing software applications, including Microsoft Office Suite for word processing, data entry, and spreadsheet creation
- Skilled in professional business communication, both written and verbal
- Skilled in effectively supervising, training, and leading a team to achieve high performance, operational efficiency, and a positive work environment
- Skilled in managing complex administrative workflows, coordinating multiple priorities, and performing effectively in a fast-paced environment with frequent interruptions
- Ability to develop and maintain accurate organized records management systems
- Ability to exercise discretion, sound judgment, and maintain confidentiality
- Ability to establish and maintain cooperative working relationships with those contacted in the course of work activities

Supervisory Responsibility

This position has direct supervisory responsibility and serves 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 laptops, desktops, smartphones, photocopiers, shredders, and filing cabinets. Work may expose the incumbent to high stress situations, including contact with the public and others in confrontational, emotionally charged, or uncomfortable circumstances. The noise level in the work environment is usually moderate. 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.

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

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frequently required to stand, talk, and listen. Specific vision abilities necessary for 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. Associate's degree 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 supervisory experience.

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 Centers 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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