



Assistant to the County Administrator

Job Description

Department: Commission
Position: Career Service
Grade: 726
Supervisory: No
Reports to: County Administrator

Summary

Under general guidance and direction of the County Administrator, performs a variety of professional and administrative duties to support general County administration. Conducts research and reviews and recommends policies, procedures, and processes for executive and administrative actions. Works with the County Administrator to discuss issues and County objectives and to determine strategies and approaches to challenges.

Essential Functions

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

1. Assist with the development, revision, and enforcement of ordinances, policies, procedures, and standards; recommend improvement, as needed; draft proposals, executive summaries, and other documents.
2. Assist with developing, integrating, and directing current and long-range strategic plans for County activities; advance the organizational mission, vision, values, and strategic directions.
3. Assist with managing countywide technology and innovation implementation.
4. Assist with managing the internal operations of the Office of the County Administrator, including budget and fiscal planning, personnel, and general administration.
5. Plan events and meetings for the Commission Office, including administrative meetings, swearing-in ceremonies, and budget meetings, as directed.
6. Conduct research, develop research formats, collect data, formulate results, and compile research reports and papers.
7. Provide information and assistance to department heads, County employees, and the public; manage complaints and refer concerns, as appropriate.
8. Ensure completeness and adherence to policy for various intergovernmental service agreements; review grant and funding requests.
9. Organize workload, meetings, and travel for the County Administrator.

For Office Use Only

Job Code: 2089

Job Title: Assistant to the County Administrator

FLSA: Exempt

Effective Date: 4/24/2024

Public Safety: No

Worker's Compensation: Clerical

Background Level: I

Safety Sensitive: No

DOT: No

ML: Individual Contributor

10. Coordinate various County legislative efforts and initiatives *added* with representatives from federal, state, county, and local entities.
11. Attend meetings and compile related reports; summarize materials presented and advise County Administrator on potential actions to be taken.
12. Coordinate budgetary requirements with Commissioners, Policy Advisors, and Department Heads; gather information for the review of the annual budget for Utah County; assist with the review and evaluation of budget requests from all departments and elected officials, as directed.
13. Review various County departments and programs, present status reports to the County Administrator.
14. Review and respond to incoming correspondence; work with the County Administrator to identify items that should come before the Commission for action; follow up on correspondence on behalf of the County Administrator.
15. Analyze issues related to County ordinances, policies, and procedures; work with the County Administrator to develop and advance the County's policy goals.
16. Complete special projects, as requested.

Knowledge, Skills, and Abilities

- Knowledge of the public policy process, with emphasis in the state and county level of government
- Knowledge of public affairs, taxation, political issues, and other issues affecting Utah County
- Knowledge of national, state, and local government systems and their interrelationships
- Skilled in policy analysis
- Skilled in reading, writing, and intermediate math
- Skilled with various computer applications including word processing, spreadsheets, and databases
- Skilled in document composition
- Skilled in the art of diplomacy and cooperative problem solving
- Ability to exercise judgment and discretion in managing interpersonal and public relations
- Ability to develop and communicate policy alternatives
- Ability to assist County Administrator in developing and furthering policy priorities in a political environment
- Ability to maintain cooperative relationships with those contacted in the course of work activities
- Ability to distill relevant and useful elements from vast amounts of information
- Ability to perform bookkeeping functions
- Ability to communicate effectively verbally and in writing
- Ability to organize filing systems and maintain records, files, and reports
- Ability to gather and interpret information

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- Ability to coordinate multiple tasks efficiently and work well under pressure and impending deadlines
- Ability to work independently
- Ability to maintain strict 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. Work occasionally exposes the incumbent to high-stress situations including contact with employees and/or the public in uncomfortable, confrontational, and emotionally charged circumstances. 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. 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 works for sustained periods of time maintaining concentration and attention to detail. The employee is required to type, file, and lift supplies up to twenty (20) pounds. The employee regularly drives a motor vehicle.

Position Type/ Expected Hours of Work.

Incumbent must work eighty (80) hours each pay period 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, weekend, and remote 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. Bachelor's degree in Political Science, Public Policy, Communications, Business Administration, or a related field.

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2. Three (3) years of complex executive support and/or policy experience.
3. Equivalent combinations of education and experience may be also be considered.

Preferred Education and Experience

1. Preference may be given to applicants with a master’s degree in Public Administration, Business Administration, or a closely related field.

Additional Eligibility Qualifications

1. Selected applicants may be required to obtain a State of Utah Certificate of Authority of Notary Public.
2. Applicants must possess a valid driver’s license and obtain a valid State of Utah driver’s license within sixty (60) days of employment.
3. 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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