



Executive Assistant – Public Works

Job Description

Department: Public Works
Position: Career Service
Grade: 722
Supervisory: No
Reports to: Public Works Director

Summary

Under general guidance and direction of the Public Works Director and the Associate Director – Public Works, performs routine and complex administrative support duties requiring considerable knowledge of the divisions, functions, and employees of the Public Works Department. Functions of the job affect all aspects of the Public Works Department.

Essential Functions

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

1. Act as initial point-of-contact for the Public Works Director and Associate Director; receive and screen phone calls and in-person visitors; provide initial response to questions, complaints, or problems using tact and discretion to maintain confidentiality and adhere to information sharing policies.
2. Maintain the schedules for the Public Works Director and Associate Director – Public Works; facilitate and coordinate activities and meetings with employees, divisions, departments, vendors, and outside agencies on behalf of the Director; add appointments for the Director's approval; schedule and reserve rooms for various meetings, as needed.
3. Establish, oversee, and maintain personnel files for Public Works employees, including emergency contact information, driver license information, licenses, and certifications; ensure inclusion and accuracy of pertinent forms; adhere to appropriate retention schedule per policy.
4. Access and file personnel documents including but not limited to accident reports dealing with worker's compensation claims, drug testing results, work restrictions, doctors notices, disciplinary documents, and internal findings from the Accident Review Board for employees; adhere to strict confidentiality standards.
5. Provide administrative support and function as clerk for the Accident Review board; prepare agenda for upcoming meetings and post notice of the meeting to the appropriate website; reserve the room; send the agenda along with appropriate documentation to members of the board prior to the meeting; attend the meeting and take minutes; distribute the findings and

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Job Title: Executive Assistant – Public Works
FLSA: Non-Exempt
Effective Date: 1/30/2024
Public Safety: No

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

recommendations for each incident to the individual, supervisor, HR representative, and others, as directed by the board; obtain information regarding quarterly accidents from the Senior Office Specialist – Public Works; adhere to strict confidentiality standards.

6. Coordinate annual travel expenses for the department; research pricing and practicality for all methods and each aspect of the travel; make reservations; enter and submit travel associated purchase orders; reconcile records upon completion of travel; distribute travel cards to employees as appropriate.
7. Oversee monthly reconciliation and payment of wireless bills; coordinate with Director to ensure identification of personal calls are provided to the employees; track reimbursement to the County; maintain master list of cell phone provided by the County; perform annual audit on employees who are receiving cell phone allowance.
8. Provide administrative support for recurring multi-agency meetings for the Director; coordinate, schedule, and attend meetings, as needed; create agendas, take notes, and prepare minutes.
9. Establish and maintain a department-wide leave calendar.
10. Coordinate random drug testing with the contract provider.
11. Research, organize, and prepare information for budget, statistical, and other reports; create spreadsheets and forms.
12. Serve as primary point of contact for the Utah County Attorney's Office in regard to GRAMA requests involving the Public Works Department.
13. Provide input on hiring of clerical staff; participate on interview boards.
14. Coordinate and monitor the distribution of County provided equipment, identification, and uniforms or uniform allowances for new hires.
15. Assist with coordinating recognition awards; coordinate and prepare the year end report; coordinate and plan employee appreciation gifts, luncheons, and retirement recognitions.
16. Track performance appraisals for the Public Works Department; notify supervisors of deadlines, monitor completion; file completed evaluations.
17. Prepare and submit contracts and agenda items for Commission approval; maintain record of agenda items and ensure fully executed copies have been received by the department and are filed appropriately; coordinate processing of related purchase orders; monitor and reconcile purchasing transactions, as needed.

Knowledge, Skills, and Abilities

- Knowledge of County, policies, procedures, and Rules and Regulations
- Knowledge of structure, functions, policies, and procedures of the Public Works Department
- Knowledge of general functions of County government
- Knowledge of budget development and administration
- Knowledge of general and fund accounting
- Knowledge of appropriate handling of protected health information (PHI)
- Skilled in reading, writing, and basic accounting
- Skilled in grammar, spelling, and punctuation

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- Skilled in software applications, including Microsoft Office
- Skilled in record keeping and filing system creation and maintenance
- Ability to type accurately and at an acceptable rate, based on job duties
- 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 maintain strict confidentiality
- Ability to communicate effectively verbally and in writing
- Ability to use tact and discretion
- Ability to operate standard office equipment

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 is typically performed sitting at a desk or table and requires maintaining concentrated attention to detail for sustained periods of time. Work occasionally exposes the incumbent to high-stress situations including contact with clients 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. 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 a high degree of manual dexterity to handle, feel, and operate objects, tools and controls, and reach with hands and arms. The employee is frequently required to speak, stand, talk, and hear. Specific vision abilities by this job include close vision and ability to adjust focus. The employee is occasionally required to lift or otherwise move objects weighing 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.

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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 degree in a related field or higher.
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 sixty (60) 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 applicant will be required to submit to a pre-employment drug screen and background check.
3. Selected applicants will be required to obtain a State of Utah Certificate of Authority of Notary Public within the probationary period for new hires or the trial period for promoted County employees and must maintain during employment.
4. Selected applicants will be required to obtain a state GRAMA certification within the probationary period for new hires or the trial period for promoted County employees and must maintain during employment.

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.

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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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