

Office Administrator – Information Systems

Job Description



Department: Information Systems
Position: Career Service
Grade: 722
Supervisory: No
Reports to: Associate Director – Information Systems

Summary

Under supervision of the Associate Director – Information Systems, provides routine and complex administrative support by performing administrative functions such as financial system data entry, employee tracking, preparing correspondence, receiving visitors, arranging conference calls, and scheduling meetings and travel. Additional duties may include conducting research, preparing statistical reports, handling information requests, analyzing budgetary data, and interpreting budget guidelines.

Essential Functions

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

1. Function as liaison with the Auditor Office; coordinate department budget and financial transactions; request new expenditure accounts (budget lines); track and log department fixed assets and County-wide information systems inventory.
2. Prepare and maintain department accounting records of purchase orders, budget adjustments, and accounts receivable and payable; identify discrepancies and issues; propose solutions.
3. Create reports to calculate monthly and quarterly internal and external billings.
4. Monitor purchasing card and reconcile transactions weekly; ensure proper financial documentation requirements are met.
5. Assist with procurement of computer equipment and software for County departments.
6. Oversee front desk functions; train front desk personnel; review and improve department clerical and administrative work processes; provide backup support for the administrative functions, as needed.
7. Assist with maintaining subscription membership renewals, as needed.
8. Ensure appropriate handling of incoming correspondence and documents; read and analyze department reports, memos, and letters; determine appropriate actions and distribute.
9. Create reports, memos, and letters; file and retrieve documents, records, and reports, as needed; record, type, and distribute meeting minutes.

For Office Use Only

Job Code: 6963

Job Title: Office Administrator – Information Systems

FLSA: Non-Exempt

Effective Date: 11/13/2023

Public Safety: No

Worker's Compensation: Clerical

Background Level: I

Safety Sensitive: No

DOT: No

ML: Individual Contributor

10. Negotiate the purchase of office supplies, furniture, and office equipment; ensure purchases adhere to purchasing policies and budgetary restrictions.
11. Monitor Commission Agenda requests; enter new agenda requests, as directed; ensure documents, resolutions, and agreements are routed appropriately; forward completed documents and monitor completed Information Systems contracts and resolutions; track expiration of contracts and facilitate renewals.
12. Participate in department projects, as directed.
13. Function as department timekeeper; verify hours worked and mileage submitted for bi-weekly payroll; utilize the County's time entry system to ensure proper reporting of work time; coordinate changes and corrections with department employees and the Office of Human Resources, as needed.
14. Maintain, organize, and format Information Systems policy files.
15. Coordinate travel arrangements for the Information Systems department.

Knowledge, Skills, and Abilities

- Considerable knowledge of County Rules and Regulations
- Considerable knowledge of County Finance Policies and Procedures
- Working knowledge of County budget development and administration
- Knowledge of general functions of County government
- Skilled in Microsoft Office Suite
- Skilled in intermediate reading, writing, and math
- Skilled in conducting research
- Ability to type accurately and at an acceptable rate, based on job duties
- Ability to maintain cooperative working relationships with others in the workplace and the public
- Ability to communicate effectively verbally and in writing
- Ability to maintain files, records, and reports
- Ability to make decisions free from personal bias
- Ability to maintain confidentiality
- Ability to multitask, prioritize tasks, and meet deadlines
- Ability to coordinate multiple tasks efficiently and manage stress associated with deadlines and frequent interruptions
- Ability to lead and train others

Supervisory Responsibility

This position has no direct supervisory responsibility but may serve as a lead and coach/mentor for other positions within the department.

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Work Environment

This job operates in a professional office environment. This position requires regular contact with the public which exposes incumbent to others' illnesses and to individuals that may be angry, agitated, or otherwise upset. 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 is required to type, file, and lift or move supplies weighing up to twenty (20) 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. Occasional evening and weekend work may be required as job duties demand.

Required Education and Experience

1. Associate degree or equivalent.
2. Four (4) years of complex clerical or administrative support work experience, including three (3) 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.
2. Preference may be given to applicants with two or more years of college level education in business or a generally related field.

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.

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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 for 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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