

Office Coordinator – Community Development

Job Description



Department: Community Development
Position: Career Service
Grade: 721
Supervisory: No
Reports to: Director – Community Development

Summary

Under general guidance and direction of the Director – Community Development, performs routine and complex administrative support duties related to the day-to-day functions within the Community Development Department.

Essential Functions

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

1. Serve as primary point of contact for the Community Development Department; provide detailed information to callers and walk-in clients; receive inquiries and resolve or direct complaints.
2. Receive and process land use applications for review by planning staff; provide backup to Permit Technicians for the issuance of building permits.
3. Provide administrative support to the Utah County Planning Commission, the Utah County Board of Adjustment, and the Utah County Agriculture Protection Area Advisory Board; prepare agendas and meeting packets; attend meetings and oversee room setup, as needed; confirm Board member attendance; prepare and post or mail all required legal public notices consistent with applicable County and State requirements; maintain and update record keeping for all file applications for each Board or Commission.
4. Coordinate preparation and transcription of meeting minutes, reports, findings, decisions, correspondence, and other documents from recordings or notes for all assigned public meetings; monitor and document completion of all official actions for the same.
5. Coordinate the preparation of ordinances, resolutions, and similar documents; maintain current version of land use ordinance and general plan, including online updates.
6. Maintain confidentiality and furnish documents to board members and interested parties, including the media, business contractors, and governmental agencies, according to policy.

For Office Use Only

Job Code: 6930

Job Title: Office Coordinator – Community Development

FLSA: Non-Exempt

Effective Date: 7/17/2024

Public Safety: No

Worker's Compensation: Clerical

Background Level: I

Safety Sensitive: No

DOT: No

ML: Individual Contributor

7. Oversee and coordinate record keeping responsibilities; establish and maintain official documents and records in appropriate files; monitor retention schedules and ensure timely and accurate archiving of documents.
8. Manage appointment calendars for monthly meetings and deadlines.
9. Assist with preparation of the annual budget for the department; monitor and track expenditures; coordinate disbursement of funds with the department head.
10. Function as a liaison with the Utah County Auditor's Office; coordinate department budget and financial transactions; request new expenditure accounts and cost center requests; extract basic financial data from financial software; identify and initiate budget transfers, as needed.
11. Monitor purchasing card and reconcile daily receipts; ensure proper financial documentation requirements are met.
12. Reconcile regular billings for services; create cash receipts to record department revenue collections and submit to Utah County Treasurer's Office; manage online payment program.
13. Coordinate travel arrangements for the Community Development department.
14. 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.
15. Coordinate and monitor completion of personnel actions, including recruitment, candidate selection, and orientation for new hires; performance appraisals; track and schedule training to ensure mandated licensing requirements are maintained.
16. May train and assign work to time-limited employees, as needed.
17. Coordinate and monitor appropriate responses to GRAMA requests with Department Director and responsible subject matter experts, as needed; ensure timely response is made within required deadlines; coordinate the gathering, compilation, and review of records to submit to County Attorney for review; track appropriate GRAMA request fees to be charged to requestor.
18. Maintain an organized office environment; inventory, monitor, and order supplies, books, and equipment for the office; track and log department fixed assets and prepare annual inventory reports.
19. Act as staff representative for county initiatives related to administrative program implementation.

Knowledge, Skills, and Abilities

- Knowledge of Utah County Rules and Regulations and Policies and Procedures
- Knowledge of related state agency rules and regulations
- Knowledge of department structure, functions, and policies and procedures
- Knowledge of accounting procedures
- Skilled in proper grammar, spelling, and punctuation
- Skilled in reading, writing, and basic accounting

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- Skilled in operating standard office equipment
- Skilled in using software applications such as Microsoft Office, including the creation of documents and spreadsheets
- Skilled in proper grammar, spelling, and punctuation
- Ability to maintain cooperative working relationships with those contacted in the course of work activities
- Ability to communicate effectively verbally and in writing
- Ability to coordinate multiple tasks efficiently and handle stress associated with deadlines and frequent interruptions
- Ability to type accurately and at an acceptable rate, based on job duties

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. 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. The 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 supplies 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. 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.

Required Education and Experience

1. Associate degree or equivalent.
2. Four (4) years of complex clerical or administrative support work experience, including two (2) years directly related to the duties described above.

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3. Equivalent combinations of education and experience may also be considered.

Preferred Education and Experience

1. Preference may be given to applicants with a bachelor’s degree in Business, Social Science, Liberal Arts, or a related field.
2. Preference may be given to applicants who have a documented typing speed at or above the rate of fifty (50) WPM net.
3. Preference may be given to applicants who hold a State of Utah Certificate of Authority of Notary Public.

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.

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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