



Office Coordinator - Health

Job Description

Department: Health
Position: Career Service
Grade: 721
Supervisory: No
Reports to: Business Manager - Health

Summary

Under general direction of the Business Manager – Health, performs advanced and complex administrative support duties related to the day-to-day operations within the Health Department. Responsible for a wide range of financial duties, including data entry, managing purchase orders, asset tracking, payables and contract administration. Functions as a timekeeper for the department, provides training to staff on clerical and administrative processes, and serves as primary backup for the Business Manager – Health.

Essential Functions

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

1. Prepare and maintain purchase orders, budget adjustments, and accounts receivable and payable; identify discrepancies and issues and propose solutions.
2. Monitor department-wide purchasing card and reconcile transactions; ensure proper financial documentation requirements are met.
3. Track and log department fixed assets and assist with the tracking and auditing of all department wide systems inventory.
4. Coordinate all aspects of Board of Health and department meetings, including scheduling, preparing agendas, taking notes, and preparing official minutes.
5. Collaborate with the Board of Health to ensure County compliance with regulations, fee schedules, and audits.
6. Monitor Commission Agenda requests; enter new agenda requests, as directed; ensure documents, resolutions, and agreements are routed appropriately; forward completed documents and monitor completed Health Department contracts and resolutions; track expiration of contracts and facilitate renewals.
7. Maintain a log of current and expired contracts; track and verify information on the state's contract system.

For Office Use Only

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Job Title: Office Coordinator - Health
FLSA: Non-Exempt
Effective Date: 6/6/2026
Public Safety: No

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

8. Function as timekeeper and primary liaison with the Office of Human Resource Management for department-wide payroll processing, absence tracking, and problem resolution; train employees to submit timesheets and request time off; serve as backup for timekeepers in other divisions, as needed.
9. Function as primary backup for the Business Manager – Health; perform advanced administrative support duties, as needed.
10. Train front-desk personnel; review and improve department clerical and administrative work processes; provide backup support for the Senior Office Specialist functions, as needed.
11. Prepare and proofread correspondence and documents; create spreadsheets and other forms, including department or division newsletters.
12. Coordinate all travel for the department, as needed; ensure compliance with travel policy.
13. Perform department key audit; coordinate key orders with Public Works for new employees, including replacement and lost keys.
14. Receive, screen, and direct incoming phone calls for a multi-line phone system; provide initial response to questions, complaints, or problems following established communications and information-sharing policies.
15. Coordinate activities with other employees, divisions, departments, vendors, and outside agencies.
16. Respond to public health emergencies as required by department or division administration.
17. Carry provided communications device or other emergency communications equipment at all times, both during work hours and when unavailable by phone.
18. Utilize Artificial Intelligence (AI) tools as directed by Utah County Policy and with approval from Department Head.

Knowledge, Skills, and Abilities

- Knowledge of public sector budgeting, purchasing, and accounts payable/receivable principles and practices
- Knowledge of the structure, functions, policies, and procedures of the County and the Health Department
- Knowledge of payroll administration principles and Human Resources regulations
- Knowledge of budget development, administration, and government fund accounting principles
- Skilled in analyzing financial data to identify discrepancies and resolve issues
- Skilled in utilizing software applications, including Microsoft Office Suite and database applications
- Skilled in establishing and maintaining effective record keeping, filing systems, and information management systems
- Skilled in communicating effectively, both verbally and in writing, with staff, management, and the public
- Skilled in training others and improving administrative workflows and processes
- Ability to exercise independent judgment, take initiative, and work with minimal supervision

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- Ability to manage multiple tasks efficiently, prioritize effectively, and manage stress associated with deadlines while handling frequent interruptions
- Ability to handle sensitive and confidential information with a high degree of discretion and professionalism
- Ability to establish and maintain cooperative working relationships with those contacted in the course of work activities

Supervisory Responsibility

This position has no direct supervisory responsibility but 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 occasionally exposes the incumbent to high-stress situations including contact with clients and/or the public in uncomfortable, confrontational, and emotionally charged 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 frequently required to stand, talk, and listen. Specific vision abilities necessary for this job include close vision and ability to adjust focus. The employee is required to type, file, and lift office supplies up to twenty-five (25) 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. The expected work hours are 8:00 am to 5:00 pm, Monday through Friday. 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.

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

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 (CDC) 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.

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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