



Program Assistant – Wildland Fire

Job Description

Department: Sheriff - Fire
Position: Career Service
Grade: 720
Supervisory: No
Reports to: County Fire Chief

Summary

Under direction of the County Fire Chief, performs complex administrative duties pertaining to the Wildland Fire Division of the Sheriff's Office. Performs financial tracking and support duties related to record keeping and accounting functions of Wildland Fire programs. Incumbents serving in this classification are capable of training and leading others and must have considerable knowledge of the policies, procedures, and laws affecting the work performed.

Essential Functions

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

1. Ensure efficient operations for the Wildland Fire Division; coordinate and monitor work processes; establish and maintain filing systems; recommend improvements, as needed.
2. Assist with application preparation and administration of grants submitted to the State of Utah according to strict Forestry, Fire & State Lands (FFSL) guidelines required for reimbursement; submit documentation for reimbursement of operational costs including wages, per diem, mileage, training, supplies, and equipment; maintain files for auditing purposes.
3. Coordinate administration, operations, and financial accounting for in-county program, resource program, prevention program, Emergency Management Assistance Compact (EMAC), and others; establish and maintain financial accounting and reports to include profit and loss results.
4. Receive, screen, and route telephone calls and visitors to appropriate individuals; respond to questions, complaints, or problems; provide information regarding County, Department, and Division policies and procedures to County employees and the public; direct questions to Division staff, as needed.
5. Compose Division correspondence; create reports, memos, and letters; record, type, and distribute meeting minutes.
6. Function as liaison for companies participating in Wildland Fire programs; communicate operational concerns to supervisor, as needed; coordinate financial activities and transactions with county, state, and federal agencies, as needed.
7. Assist with preparation of the annual Division budget; monitor budget and coordinate disbursement of funds, as authorized; request transfer of funds, if necessary.

For Office Use Only

Job Code: 6490

Job Title: Program Assistant – Wildland Fire

FLSA: Non-Exempt

Effective Date: 5/24/2023

Public Safety: No

Worker's Compensation: Clerical

Background Level: I

Safety Sensitive: No

DOT: No

ML: Individual Contributor

8. Monitor, process, and reconcile purchase orders; ensure proper financial documentation requirements are met; process and track to completion; ensure purchases adhere to purchase and budget restrictions; submit W-9 form to vendors, as needed.
9. Maintain an organized office environment; monitor office supplies; place orders for office supplies and assist with maintaining subscription membership renewals, as needed.
10. Function as liaison with the Office of Human Resource Management; provide administrative support for recruitment and onboarding for seasonal fire fighters.
11. Function as a timekeeper for the Wildland Fire Division; utilize the County's time-entry system to ensure proper reporting of work time; resolve employee payroll questions and issues in coordination with the Office of Human Resource Management.
12. Monitor ongoing status of Wildland Fire certifications; coordinate with federal, state, and county authorities to ensure continuance of program and proper certifications; recommend operational policies and practices consistent with certification requirements; implement changes to policies and procedures, as authorized.
13. Assist with creating training materials, as assigned.
14. Oversee work orders for department building and maintenance needs; initiate requests; monitor processes to ensure timely completion of work, as requested.

Knowledge, Skills, and Abilities

- Knowledge of standard office practices
- Knowledge of proper grammar, spelling, and punctuation
- Knowledge of Sheriff's Office policies and procedures
- Knowledge of legal processes associated with the maintenance of public records and documents
- Knowledge of laws, codes, and regulations relevant to work performed
- Knowledge of County budget development and administration
- Skilled in reading, writing, and basic math
- Skilled in using various software programs unique to Wildland Fire and the Utah County Sheriff's Office
- Skilled in operating standard office equipment
- Skilled in word processing, data entry, and basic spreadsheets
- Skilled in basic bookkeeping and accounting
- Ability to work effectively under pressure and impending deadlines
- Ability to maintain confidentiality
- Ability to type accurately and at an acceptable rate, based on job duties
- Ability to maintain cooperative working relationships with those contacted during the course of work activities
- Ability to communicate effectively verbally and in writing
- Ability to distill relevant and useful elements from vast amounts of information
- Ability to understand and follow broad objectives and instructions
- Ability to effectively coordinate multiple tasks

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- Ability to maintain files, records, and reports
- Ability to lead and train others

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

Work is performed in a professional office environment. This role routinely uses standard office equipment such as a laptop, desktop, smartphone, photocopiers, shredders, and filing cabinets. Work may expose the incumbent to high stress situations including contact with the public and others in confrontational, emotionally charged, or uncomfortable 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 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 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.

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. High school diploma or equivalent.
2. Five (5) years of general clerical 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.

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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.

Additional Eligibility Qualifications

- 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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