



Human Resources
220 East Morris Avenue #200
South Salt Lake City, UT 84115-3200
Phone (801) 483-6026 or (801) 483-6028

May 24, 2023

PUBLIC NOTICE

The City of South Salt Lake is accepting applications for the following positions:

Engineering Sr. Administrative Assistant

POSITION SUMMARY

The Engineering Sr. Administrative Assistant reports to the City Engineer and the Storm Water Division Manager; provides a variety of complex secretarial and administrative support to the department; handles differing situations, problems, and deviations according to department priorities, duties, policies, and program goals.

ESSENTIAL RESPONSIBILITIES AND DUTIES

1. Provides secretarial and administrative support to management staff.
 - 1.1 Composes, types, and edits a variety of correspondence, reports, memoranda, and other department projects requiring judgement as to content, accuracy and completeness.
 - 1.2 Facilitates projects, programs, conferences, meetings, and research; records meetings and prepares minutes, media reports and other reports including Annual Reports.
 - 1.3 Interprets department regulations, policies, and procedures; makes decisions using independent judgement and requiring specialized knowledge of department practices, programs, and operations; and analyzes situations and makes appropriate decisions.
 - 1.4 Collects and compiles material for review and analysis, provides recommendations for changes, and coordinates consultation, information exchange and necessary approvals.
2. Initiates, maintains, and updates a variety of files and records including financial, budget, personnel, resource materials, operational, administrative and compliance records.
 - 2.1 Inputs data, compiles reports, and maintains records.
 - 2.2 Interaction with customers, governmental regulatory and health agencies; maintains records for UPDES compliance.
3. Assists in the preparation and monitoring of assigned budget accounts
 - 3.1 Orders, receives, inventories, and distributes supplies, uniforms, reports, forms and related items.
 - 3.2 Prepares purchase orders and tracks all department purchasing.
 - 3.3 Contacts vendors and suppliers as needed.
4. Serves as primary information source regarding department policies, procedures, objectives and operational functions.
 - 4.1 Receives and interviews office visitors and telephone callers.
 - 4.2 Answers questions and provides information where judgment, knowledge and interpretations are utilized, especially in the proper handling of confidential information or files.
 - 4.3 Resolves complaints

4.4 Refers callers to appropriate sources as necessary.

MINIMUM QUALIFICATIONS

EDUCATION, EXPERIENCE AND CERTIFICATIONS

- Graduation from high school or GED equivalent and four years of experience as an administrative or executive assistant, or any equivalent combination of related education and experience.

NECESSARY KNOWLEDGE, SKILLS AND ABILITIES

1. Knowledge of department programs, services, and administrative procedures; knowledge of telephone etiquette.
2. Skill in MS Office Suite, spreadsheets, presentations and desktop publishing software, office equipment usage and the operation of computers. Skilled in the use of business English, grammar, spelling, punctuation, vocabulary, and math.

PHYSICAL DEMANDS/WORK ENVIRONMENT

The physical demands and work environment characteristics described here are representative of those that must be met or will be encountered by an employee while successfully performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

The noise level in the work environment is usually quiet.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of the specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. The job description is subject to change by the employer as the needs of the employee and requirements of the job change.

GRADE: 20

SALARY RANGE: \$26.87 - \$40.64 per hour (Typically start at minimum.)

CLOSING DATE: Open Until Filled

MUST COMPLETE CITY APPLICATION

Resumes submitted without application will not be considered.

Application available on website at <https://southsaltlakecity.casellehire.com/jobs/>

FINAL APPLICANT MUST SUBMIT TO AND PASS A DRUG SCREEN AND CRIMINAL BACKGROUND CHECK

EQUAL OPPORTUNITY EMPLOYER

THIS ORGANIZATION USES E-VERIFY