

# South Jordan City

## Job Description

<b>Title:</b>	<b>Executive Assistant</b>	<b>Effective Date:</b>	<b>2/28/17</b>
<b>Org:</b>	<b>100130</b>	<b>FLSA:</b>	<b>Non-Exempt</b>
<b>Pay Grade:</b>	<b>11</b>	<b>Workers Comp:</b>	<b>Clerical</b>

### GENERAL PURPOSE

Perform a variety of highly skilled administrative and technical clerical duties as needed to expedite and coordinate the administrative, functions of city executive and administrative offices, process business license applications and promote city commerce.

### SUPERVISOR

City Commerce Director

### POSITION(S) SUPERVISED

None

### ESSENTIAL JOB FUNCTIONS

Meet performance standards established with the employee's manager.

Job attendance is required, except for authorized leave.

Perform general administrative duties; provide first contact assistance to the general public and determines the need to pursue further assistance with city officers; coordinate scheduling; prepare correspondence, memos and related communications for personnel; complete reports as requested take dictation and transcribe letters, memos, etc.; compose communications as requested; act as notary public; process purchase requisitions for the department as needed.

Coordinate with other departments as needed to schedule meetings and conferences.

Attend staff and administrative meetings to take minutes and/or monitor recording of deliberations; transcribe minutes and maintain official minute record; prepare minutes for review and approval; import minutes into permanent records, files and cross-references; maintain permanent records.

Maintain calendar; schedule and coordinate meetings and appointments; apprise supervisor of activity schedule showing events, activities, committee meetings, public hearings, staff meetings etc.; follow up on appointment schedules as needed to verify appointment and meeting commitments.

Compose, edit and prepare materials for printing and mailings for supervisor.

Maintain credit cards and process payments as needed.

Administer all travel arrangements for department staff as required.

Organize and facilitate special events within the City as required.

Serve as the business licensing program coordinator within the City, process and approve home occupation and general business license applications; send letters of denial, as appropriate.

Maintain accurate records and provide reports as needed.

Coordinate with city departments to verify compliance with applicable codes before granting a business license applications or renewals.

Assist in compilation of Redevelopment Agency reports, budgets, payments and other related matters, as required.

Assist members of the Office of the City Manager on special projects and other assignments, as required.

Serve as backup for the Executive Assistant to the City Manager, including interaction with the Mayor and City Council.

Perform other duties as assigned.

#### MINIMUM QUALIFICATIONS

1. Education and Experience:

A. Graduation from High School or G.E.D minimum,  
AND

B. Four (4) years of responsible experience related to above duties; Education may be substituted for required experience (one for one, up to two years maximum)

2. Special Qualifications:

Valid Utah Class D Drivers License.

Must be licensed in the State of Utah as a Notary Public, or obtain within six (6) months of employment

Certificate of Proficiency as an Administrative Office Specialist or an Associate's Degree in Business, Office Administration or related field preferred;

Public sector experience preferred.

3. Knowledge, Skills, and Abilities:

Knowledge of modern office practices and procedures; letter composition, grammar, spelling and punctuation; operation of word processor terminal; operation of standard office equipment; basic mathematics and accounting; interpersonal communication skills and telephone etiquette; basic public relations.

Ability to operate a personal computer using Microsoft products, with an emphasis on word processing and spreadsheet programs and ability to learn and operate the City's Business licensing program.

Ability to handle and maintain highly sensitive material in a professional manner.

Ability to communicate effectively, verbally and in writing; work independently in meeting various time deadlines and work pressures; perform basic mathematical calculations and basic accounting functions; maintain strict confidentiality related to sensitive administrative information; operate standard office equipment; develop effective working relationships with supervisors, co-workers, and the public.

4. Work Environment:

Incumbent of the position performs in a typical office setting with appropriate climate controls. Tasks require variety of physical activities, not generally involving muscular strain, but do require frequent walking, standing, stooping, sitting, reaching, talking, hearing and seeing. Common eye, hand, finger dexterity required for many tasks. Mental application utilizes memory for details, verbal instructions, emotional stability and critical thinking and guided problem solving. Periodic local travel may be required.

*The above statements are intended to describe the general nature and level of work being performed by person(s) assigned to this job. They are not intended to and do not infer or create any employment, compensation, or contract rights to any person(s). This job description reflects management's assignment of essential functions; it does not prescribe or restrict the tasks that may be assigned. This updated job description supersedes all prior descriptions for the same position.*

*Human Resources Use Only*

<b>Job Class:</b>	<b>Clerical Non-Exempt</b>	<b>EEO-4 Class:</b>	<b>Adm Support</b>
<b>Location:</b>	<b>City Commerce</b>	<b>EEOP Class:</b>	<b>Adm Support</b>
<b>Group/BU:</b>	<b>General Pay Plan</b>	<b>Tech-Net Match:</b>	<b>2325</b>