

# South Jordan City

## Job Description

**Title:** Executive Assistant  
**Org:** 501000  
**Pay Grade:** 10

**Effective Date:** 11/9/15  
**FLSA:** Non-Exempt  
**Workers Comp:** Clerical

### GENERAL PURPOSE

Manage support operations, perform highly skilled administrative and technical clerical duties, oversee programs, and activities associated with the Infrastructure Improvement and Maintenance & Operation Program (IIMO) within the Development Services Department.

### SUPERVISOR

Director of Development Services/City Engineer

### POSITION(S) SUPERVISED

None

### ESSENTIAL JOB FUNCTIONS

Meet performance standards established with the employee's manager.

Job attendance is required, except for authorized leave.

Oversee the City View Permitting system, including: ensure integrity of data entry, coordinate database management with I.S. department, implementation and maintenance of division database modules, train system users, evaluate and make changes to system as needed to maintain quality and efficiency of database reports.

Plan, organize, direct, and oversee department operations, including: evaluating and assigning work in most efficient and effective manner, offer suggestions and implement programs/processes that will increase level of customer service given to residents/businesses/contractors.

Complete all travel needs for the department.

Support department divisions with IT, IIMO project planning, budgeting/purchasing and determine process improvement opportunities relating to the department.

Instruct and train employees in the use and function of various software programs as needed and provide computer hardware support.

Manages the process and activities associated with all IIMO projects; maintain required records, meeting summaries, and other mandatory information; prepares meeting and informal materials for all parties; negotiates solutions with officials from the City, other municipalities, county, the State of Utah and the Federal Government.

Prepare complex informational and budgetary documentation of the IIMO applications received for analysis by various City Staff and City Council. This documentation is used on the project evaluation and final funding recommendations and/or decisions made by the City Manager and then the City Council.

Coordinate and prepare IIMO documentation to be included in the City's Budget Book and the City's final Infrastructure Improvement and Maintenance & Operation book.

Facilitate meetings with City departments, diverse groups from the community and other governmental agencies and consultants in order to gain information and negotiate a balanced resolution to issues and to manage special projects.

Review Date: 11/9/15

Develop, manage and monitor programs and special projects on behalf of the Department/Division Director (s), monitor and tracks all bonds for development or building projects for the department.

Monitors the department budgets (Engineering, Planning, Building) including revenues, expenditures and budgeted expenditure projections.

Track and monitor Development Agreements approved by the City Council.

Assist department administration with special projects.

Perform other duties as assigned.

### **MINIMUM QUALIFICATIONS**

1. Education and Experience:

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

B. Four years of work experience in an Engineering, Building, or Planning department; two (2) years of which have been in an administrative assistant capacity. Education may be substituted for required experience (one for one, up to two years maximum)

2. Special Qualifications:

Valid Utah Class D Driver's License

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

Public sector experience preferred.

3. Knowledge, Skills and Abilities:

Work effectively with other employees, elected officials, local agencies, and the general public.

Ability to organize and manage multiple projects.

Ability to supervise and motivate employees.

Skill in the art of diplomacy and cooperative problem solving.

Ability to communicate effectively with both supervisors and subordinates verbally and in writing.

Ability to recognize work-flow and process inefficiencies and be able to recommend, plan, and implement effective solutions.

Knowledge of advanced principles and operating procedures of computer systems and related equipment.

Skill with common office desktop applications such as word processing, spreadsheets, databases, e-mail, graphics, etc. Knowledge of SQL.

4. Working Conditions:

Incumbent of the position performs in a typical office setting with appropriate climate control. Tasks require a variety of physical activities such as walking, standing, stooping, sitting, reaching, talking, hearing, seeing, and lifting (20-40 lbs.). Common eye, hand, finger dexterity required for most essential functions. Mental application utilizes memory for details, verbal instructions, emotional stability and critical thinking.

*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>Group/BU:</b>	<b>General Pay Plan</b>
<b>Location:</b>	<b>Engineering</b>	<b>EEOP Class:</b>	<b>Administrative Support</b>
<b>EEO-4 Class:</b>	<b>Administrative Support</b>	<b>Tech-Net Match:</b>	<b>2325</b>