



Salt Lake County Job Description

Council Office Director – County Council

DEPARTMENT: County Council

DIVISION: County Council/7010

JOB CODE: ____ **GRADE:** 001

FLSA STATUS: Exempt

SALARY PLAN: GEN

EFFECTIVE DATE:

SAFETY SENSITIVE: No

JOB SUMMARY

The Council Office Director, under the direction of the Council Chair, provides highly responsible administrative support to the Office of the County Council, which includes County Council Members and the professional Council staff. Under the direction of the Council Chair, performs a wide variety of administrative responsibilities, and policy and communication-related functions that require considerable independent judgment, discretion, and organization in handling highly sensitive, confidential information.

RECOMMENDED QUALIFICATIONS

Bachelor's degree from an accredited college or university in a relevant discipline or field, plus six (6) years of progressively responsible experience in planning, public relations, public policy analysis; OR an equivalent combination of related education and experience. Additional minimum qualifications may be dependent upon licensure or certification related to specific job duties and responsibilities.

ESSENTIAL FUNCTIONS

The following duties and responsibilities are intended to be representative of the work performed by the incumbent(s) in this position and are not all-inclusive. The omission of specific duties and responsibilities will not preclude it from the position.

Applicants must be prepared to demonstrate the ability to perform the essential functions of the job with or without a reasonable accommodation.

- Serves as an aide and policy advisor to the County Council Chair, while also coordinating and supervising the general administrative and communications services provided by the professional Council staff to the entire County Council.
- Assists the Council Chair in preparing agendas for Council meetings and the scheduling of Council meetings.
- Supervises the Council's Communication and Administrative Coordinator and the Council's Exempt Secretary, and has primary responsibility for coordinating the Council's administrative and communications staff functions.
- Has responsibility for the Council's outward facing communications, including social media and press releases, and coordinates with County staff concerning the Council's website
- Convenes and chairs meetings to plan and discuss future Council agendas, as well as other meetings of the Council staff.
- Assists the Council Chair in administrative responsibilities related to the Council's central staff pursuant to the Council's internal policies and procedures, including processing requests for staff leave and maintaining office calendars.

- Attends meetings with or on behalf of the Council Chair. Represents Council Chair on various assigned committees where so designated, and coordinates information flow between those committees and the Council Chair.
- Coordinates and facilitates sharing of Council information among various departments, divisions and elected officials, and request information from those departments, divisions, and elected officials.
- Reviews Council agenda items and may exercise the Chair's approval concerning the timeliness and readiness of documents and materials.
- Exercises judgment and diplomacy in negotiations or discussions involving stakeholders within Salt Lake County government, other elected officials, department directors and county employees.

KNOWLEDGE, SKILLS AND ABILITIES (KSA)

Knowledge of:

- Government operations, public meetings and agendas, and coordination of professional staff
- Public relations and communications
- The public policy process, especially at the state and county level of government
- Relevant issues affecting Salt Lake County government

Skills and Abilities to:

- Effectively represent the Council Chair and implement their directives
- Exercise judgment and discretion in dealing with interpersonal relationships, public relations, and writing
- Ability to supervise other designated Council staff at the Chair's direction, establish and maintain effective working relationships with other divisions, departments, and the general public
- Ability to assist the Council Chair, and other Council Members and Council staff in developing and furthering policy priorities in a political environment
- Exercise political discretion and maintain confidentiality in all job responsibilities
- Ability to communicate effectively both in writing and orally and demonstrate public presentation skills
- Ability to establish and maintain strong working relationships with all levels of staff and management
- Advanced organizational and leadership skills

WORKING CONDITIONS AND PHYSICAL REQUIREMENTS

IMPORTANT INFORMATION REGARDING THIS POSITION

This is an appointed at-will position without tenure and is exempt from the career service system. The incumbent in this position primarily serves the Council Chair, but is appointed by the County Council and reports to entire Council. The incumbent in this position executes policy decisions and matters dealing with a high level of confidentiality.

Revised Date/Consultant's Initials: