



Salt Lake County Job Description

Council **Communications and**

Administrative Coordinator

DEPARTMENT: County Council

JOB CODE: 595 **GRADE:** 001

SALARY PLAN: GEN

SAFETY SENSITIVE: No

DIVISION: County Council/7010

FLSA STATUS: Exempt

EFFECTIVE DATE: 07/07/2015

JOB SUMMARY

The Council Administrative Coordinator, under the general direction of the Council's Executive Committee, provides highly responsible clerical, receptionist and administrative support to the Office of the County Council, which includes elected County Council Members and the professional Council staff. Under the direction of the Council Chair, performs a wide variety of administrative office support and clerical functions which require considerable independent judgment and discretion in handling highly sensitive, confidential information.

Assists the Council Chair in preparing agendas for Council meetings and works closely with the Exempt Secretary in formatting agendas and other items for publication.

Performs/participates high level policy development and implementation. Works in a close confidential relationship with the Elected Official.

RECOMMENDED QUALIFICATIONS

Four (4) years of advanced administrative support work; OR two (2) years of courses or training in office technology and two (2) years of advanced administrative support work; OR an equivalent combination of training 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.

- Provides a variety of staff duties to assist with the day-to-day operations of the County Council Office.
- **Assists the Council Chair in preparing agendas for Council meetings and works closely with the Exempt Secretary in formatting agendas and other items for publication. Receives agenda items and supporting materials from Councilmembers, the Mayor, and other elected officials. Coordinates with Council and other County staff on scheduling agenda items consistent with County Ordinance and internal practices.**
- Composes and prepares a variety of correspondence, memoranda, reports, forms, and other documents; many of which may be highly sensitive and confidential. Responsible for routing and tracking incoming and outgoing correspondence. Collects and processes all outbox materials for Council staff members.

- Supports the Council at off-site hearings and meetings, including closed meetings, in a discrete and confidential manner.
- Provides budget and fiscal administrative support.
- Provides communications support, such as Council website updates; social media; drafts and disseminates press releases, newsletters, internal memoranda, etc.
- Manages general technology needs to include Council meetings and presentations.
- Conducts research and completes special projects which may be highly sensitive and confidential.
- Performs other duties as assigned by the County Council.

KNOWLEDGE, SKILLS AND ABILITIES (KSA)

Knowledge of:

- Personal computers, related software, and communication systems
- Word processing, email, and database applications
- Public relations methods and techniques, including websites and social media
- Business English and Mathematics
- Research techniques and resources

Skills and Abilities to:

- Organize time efficiently and demonstrate flexibility to undertake a variety of assignments
- Communicate effectively both verbally and in writing
- Establish and maintain effective working relationships with employees, other divisions, departments, and the general public
- Use computer programs related to job-specific duties
- Exercise political discretion and maintain confidentiality in all job responsibilities
- Follow oral and written instructions and procedures without direct supervision
- Maintain office records and files
- Research, compile information and prepare reports

WORKING CONDITIONS AND PHYSICAL REQUIREMENTS

Work duties are typically performed in a general office setting.

IMPORTANT INFORMATION REGARDING THIS POSITION

This is an appointed at-will position without tenure and is exempt from the career service system. Revised

Date/Consultant's Initials: 01/16/2017/MB