

<b>Dept.</b>	Administrative Services
<b>Division</b>	6050000100-Information Services
<b>Title</b>	IT Contracts Manager
<b>Grade(s)</b>	16
<b>Type</b>	Full-Time
<b>Position #</b>	#00003503
<b>Vacancy</b>	1/16/2017
<b>Job Duties</b>	<p><b><u>JOB SUMMARY</u></b></p> <p>Will support tactical and strategic procurement of Information Technology goods and services in accordance with Salt Lake County's policies and procedures. Will be responsible for all aspects of the procurement process including market analysis, executing RFIs &amp; RFPs, performing cost analysis, negotiating terms, and managing supplier relationships.</p> <p>Ensure consistent management of all proposals and contracts, including oversight of the contract management process, the development of specific standards for bidding and submission, contract negotiation and document management.</p> <p><b><u>MINIMUM QUALIFICATIONS</u></b></p> <p>Eight (8) years of equivalent IT Procurement experience in a similar environment, size and scope or a</p> <p>bachelor's degree in an IT related field or Business Management, plus four (4) years of equivalent IT Procurement experience in a similar environment, size and scope.</p> <p>Due to the nature of this position, the successful applicant must pass a required pre-employment background check and subsequent mandatory background checks in accordance with current County Human Resources policy requirements.</p> <p><b><u>ESSENTIAL FUNCTIONS</u></b></p> <p>Drives complex procurement of IT services, software, hardware, and telecom with full transparency to IT and county stakeholders including data and industry analysis, reporting results to senior managers.</p> <p>Coordinates with members of the IT Finance team, IT Technology specialists, and County's business teams to ensure proper requirements are obtained and correctly documented.</p> <p>Creates, drafts, negotiates and manages Information Technology (IT) contractual documentation (SOW, WO, MSA, NDA, Amendments) including identifying areas for potential cost savings and efficiencies.</p> <p>Ensures appropriate contract documents, scope, provisions, pricing and protections are in place for SOWs and WOs. Lead the approval and signature process.</p> <p>Coordinates and drives the RFI, RFQ, and RFP process with internal IT stakeholders and vendors to ensure effective, efficient delivery of IT procurement of goods and services.</p> <p>Provides a single point of contact for technology managers and accounting personnel, review technology purchase requests and invoices to ensure accuracy and completeness prior to approval and processing.</p> <p>Researches, analyzes and evaluates spend and market data in supporting the procurements.</p> <p>Develops and maintains supplier relationships. Performs supplier evaluations and pre-qualifications; define and mandate supplier reporting requirements.</p> <p>Monitor vendors' projects; hold them accountable by measuring, tracking and reporting on their services, successes, failures, budgets and deliverables.</p> <p>Develops and delivers strategies within the overall process improvement for the procurement program while ensuring customer service, savings and efficiencies are achieved.</p>
<b>Start</b>	2/22/2017
<b>End</b>	3/8/2017
<b>Manager</b>	Root, Cherie

<b>Dept.</b>	Administrative Services
<b>Division</b>	615000000-Human Resources
<b>Title</b>	Human Resources Consultant
<b>Grade(s)</b>	16
<b>Type</b>	Full-Time
<b>Position #</b>	#00003534
<b>Vacancy</b>	6/30/2017
<b>Job Duties</b>	<p><b><u>JOB SUMMARY</u></b>  Develops strategic partnerships, delivers innovative solutions and provides outstanding customer service to County organizations. Provides direct human resources support in the areas of classification, compensation, recruitment, and selection. The ideal candidate will have experience in all areas of Classification, Compensation and Recruitment.</p> <p><b><u>MINIMUM QUALIFICATIONS</u></b>  Bachelor's degree from an accredited college or university in Human Resource Management or other closely related field plus four years of human resources experience or experience in a field closely related to these duties; OR an equivalent combination of related education and experience.</p> <p><b><u>ESSENTIAL FUNCTIONS</u></b>  Develops strategic partnerships with County organizations to identify solutions that meet their Human Resources needs.</p> <p>Performs as an effective team member contributing to a solutions-oriented and customer focused organization.</p> <p>Provides exceptional customer service working as an organizational change agent in identifying and implementing Human Resources best practices</p> <p>Develops, manages, and executes multiple HR projects and recruitments involving many customers, ensuring all impacted parties are included.</p> <p>Utilizes technology and web-based content management systems to streamline recruitment and compensation programs.</p> <p>Evaluates and classifies County positions and develops and maintains job descriptions.</p> <p>Conducts and participates in compensation surveys to collect and analyze market information.</p> <p>Coordinates recruitment campaigns with hiring managers, establishing a highly qualified applicant pool.</p> <p>Provides training, information, and interpretation of Salt Lake County and Human Resources Policies and Procedures, rules, regulations, and best practices.</p> <p>Compiles and analyzes data necessary to prepare and present reports related to Human Resources actions.</p>
<b>Start</b>	2/21/2017
<b>End</b>	3/3/2017
<b>Manager</b>	Ongkiko, Michael

<b>Dept.</b>	Community Services
<b>Division</b>	3500000000-Center for the Arts
<b>Title</b>	Division Director - Center for the Arts
<b>Grade(s)</b>	20
<b>Type</b>	Full-Time
<b>Position #</b>	#00003650
<b>Vacancy</b>	11/16/2016
<b>Job Duties</b>	<p><b><u>JOB SUMMARY</u></b>  Leads, establishes, executes and oversees all functions of administration and management for the Division in accordance with the laws and general policies established by the Salt Lake County Mayor, County Council and the Community Services Department. Plans, manages, and coordinates all programs and functions for the Division. Direct oversight of the Division budget, fiscal controls and employee supervision. Work with the Community Services team to develop and implement long term strategic &amp; organizational policies and procedures.</p> <p><b><u>MINIMUM QUALIFICATIONS</u></b>  Bachelor's degree from an accredited college or university in Business, Public Administration, Psychology, Social Work, or other closely related field, plus eight (8) years of related experience in a position of progressively more responsible experience including supervisor, management, leadership, budgetary or project management OR an equivalent combination of related education and experience. Education may not be substituted for the four (4) years required supervisory experience.</p> <p>OR</p> <p>Master's degree from an accredited college or university in Business, Public Administration, Psychology, Social Work, or other closely related field, plus six (6) years of related experience in a position of progressively more responsible experience including supervisor, management, leadership, budgetary or project management; OR an equivalent combination of related education and experience. Education may not be substituted for the four (4) years required supervisory experience.</p> <p>Preference will be given to applicants with a Master's Degree and/or background in Art Administration.</p> <p><b><u>ESSENTIAL FUNCTIONS</u></b>  <i>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.</i></p> <p><i>Applicants must be prepared to demonstrate the ability to perform the essential functions of the job with or without a reasonable accommodation.</i></p> <p>Provides leadership in short and long range planning to accomplish operational planning and development goals and objectives.</p> <p>Develops, recommends and implements policies and procedures necessary to the effective management and operation of the Division in alignment with the Department and Mayor's Office.</p> <p>Advises management of industry trends and legislative changes affecting programs.</p> <p>Defines metrics and outcome measurements that will quantify performance against goals, and establishes a system for obtaining and reporting those measurements.</p> <p>Evaluates the need and efficiencies of all Division programs and services. Enhances and streamlines existing processes to increase effectiveness.</p> <p>Directs the preparation, justification, and administration of the Division's budget. Ensures that adequate fiscal controls are in place.</p> <p>Manages, directs, and coordinates activities through managers and supervisors, which includes hiring, firing, promoting, orienting, training, assigning and reviewing work performance, annual work performance appraisal and discipline.</p> <p>Establishes and maintains effective working relationships with internal and external stakeholders.</p> <p>Represents the County and the Division to community groups and the general public.</p> <p>Develops and implements strategies to meet revenue projections, generate new revenue sources, and reduce costs of services while maintaining high quality.</p> <p><u>Develops fair, equitable, and competitive rental rates and service charge structures for commercial and community users</u></p>
<b>Start</b>	2/14/2017
<b>End</b>	3/3/2017
<b>Manager</b>	Landry, Ina

<b>Dept.</b>	Elected Offices
<b>Division</b>	7300000000-Assessor
<b>Title</b>	Commercial Ad Valorem Tax Appraiser
<b>Grade(s)</b>	15
<b>Type</b>	Full-Time
<b>Position #</b>	#00000589
<b>Vacancy</b>	2/16/2017
<b>Job Duties</b>	<p><b><u>JOB SUMMARY</u></b> Under the direction of the Commercial Appraisal Manager the Commercial Ad Valorem Tax Appraiser performs appraisals on all types of commercial properties in Salt Lake County.</p> <p><b><u>MINIMUM QUALIFICATIONS</u></b> <b><u>Grade 15</u></b> Bachelor's degree in any field.</p> <p><b><u>Grade 16</u></b> Licensed as a Certified Residential Appraiser plus a State of Utah Ad Valorem General Real Property Appraiser designation.</p> <p><b><u>All Grades</u></b> Due to the nature of this position, the successful applicant must pass a required background investigation. Must possess or be able to obtain a valid Utah Driver's License at the time of hire.</p> <p><b><u>ESSENTIAL FUNCTIONS</u></b> Appraises all types of commercial properties including vacant commercial land, improved commercial properties, unique commercial properties such as cemeteries, nursing homes and golf courses, and complex commercial properties with fair market value in excess of \$50 million.</p> <p>May appraise non-commercial properties including State-assessed properties and low-income housing properties.</p> <p>Field inspects properties to collect and analyze data elements, such as square footage, type, grade and quality of building's materials, conformity to area, age, neighborhood and environmental influences.</p> <p>Collects rent, lease and property income data.</p> <p>Represents the Salt Lake County Assessor regarding appeals of value and taxable status to the County Board of Equalization by preparing written narratives and appraisals, performing re-inspections, participating in mediations with taxpayers, tax representatives, and taxpayer's attorneys.</p> <p>Represents the Salt Lake County Assessor to taxpayers with regard to valuation and property tax questions.</p> <p>Defends value and taxable status at the State Tax Commission and Court appeals.</p> <p>Collects and analyzes commercial sales and rental data on all types of commercial property and land for use in valuation development.</p> <p>Creates and uses complex computer programs; develops queries to locate problems and inconsistencies.</p> <p>Develops commercial land tables with values for all classes of commercial properties; collects and verifies vacant land sales data within geographic boundaries or neighborhoods.</p> <p>Researches and responds to the Manager, Division Administrator, Assessor, and the public on difficult or controversial situations.</p>
<b>Start</b>	2/21/2017
<b>End</b>	2/21/2017
<b>Manager</b>	Pullan, Tamara

<b>Dept.</b>	Elected Offices
<b>Division</b>	7300000000-Assessor
<b>Title</b>	Commercial Sales Analyst - Internal Promotion
<b>Grade(s)</b>	16
<b>Type</b>	Full-Time
<b>Position #</b>	#00000608
<b>Vacancy</b>	2/1/2017
<b>Job Duties</b>	<p><b><u>JOB SUMMARY</u></b> In a dynamic commercial real estate market, this position determines all variables and educates the Commercial Ad Valorem Tax Appraiser staff of value attribute standards and guidelines to be used in the appraisal process.</p> <p><b><u>MINIMUM QUALIFICATIONS</u></b> Certified General Appraiser license and an Ad Valorem General Real Property designation, plus 3 years of related appraisal experience.</p> <p>Must possess or obtain a valid Utah Driver License in order to operate a County vehicle to access properties throughout Salt Lake County and participate in appraisal activities.</p> <p>Due to the nature of this position, the successful applicant must be able to pass a comprehensive criminal record check.</p> <p><b><u>ESSENTIAL FUNCTIONS</u></b> Validates and documents commercial sales. Discovers, collects, researches, analyzes and correlates sales price, income and lease data, and building and property attributes of all sold commercial properties, including improved properties, vacant land, greenbelt, and condominiums.</p> <p>Determine economic neighborhoods (physical groupings) of commercial properties throughout the county to be used in the modeling process.</p> <p>Develops and maintains appraisal standards and guidelines, and income tables to be used by the Commercial Ad Valorem Appraisers.</p> <p>Train staff in the theory, use, and application of the commercial appraisal standards and income tables.</p> <p>Appraise all types of commercial properties.</p> <p>Defend values at Board of Equalization hearings.</p> <p>Review assessment rolls.</p> <p>Assist the Division Administrator to research and respond to Assessor, Mayor, Council Members, other Elected Officials and the public on difficult or controversial situations.</p>
<b>Start</b>	2/13/2017
<b>End</b>	2/13/2017
<b>Manager</b>	Pullan, Tamara

<b>Dept.</b>	Elected Offices
<b>Division</b>	9120000000-COUNTY JAIL
<b>Title</b>	Construction and Maintenance Specialist -from 16-4844
<b>Grade(s)</b>	11
<b>Type</b>	Full-Time
<b>Position #</b>	#000000753
<b>Vacancy</b>	10/7/2016
<b>Job Duties</b>	<p><b><u>JOB SUMMARY</u></b>  Performs journey and senior/specialist level troubleshooting, maintenance, repairs, fabrications, remodeling, and construction commonly represented by the licensed construction trades in maintaining and upgrading facilities on the Office of the Sheriff campus including the Metro Jail, Oxbow Jail, Special Operations Building, and the Sheriff's Office Building. Authority to perform these tasks at the journey and senior licensed trade level is conferred by UCA 58-55-305(1)(a).</p> <p><b><u>MINIMUM QUALIFICATIONS</u></b>  <b><u>Grade 20</u></b>  Two years of journeyman level experience in at least one of the licensed construction trades.</p> <p><b><u>ESSENTIAL FUNCTIONS</u></b>  Performs electrical maintenance and repair in buildings and grounds, tests, repairs or replaces duress alarms and sensors, tests circuitry, appliances and equipment, transformers, circuit breakers, distribution relay meters, low voltage distribution system, etc.</p> <p>Performs journey level plumbing, repairs centrifuges; overhauls and replaces bearings and seals, maintains industrial washers, dryers, dishwashers, disposals, restrooms, and fire sprinklers.</p> <p>Maintains elevator parts, travel ways, inspects hooks, straps, beams and support for signs of overloading and excess stress; fabricates railings, signs, and unique safety equipment.</p> <p>Performs finish carpentry and painting; repairs and replaces glass, light fixtures, outlet replacement, and kitchen equipment and fixtures.</p> <p>Assists in maintenance and repair of direct exchange air conditioning units, split-system condensers, air handling units, chillers, HVAC and smoke control evacuation system.</p> <p>Performs maintenance and repair of manual, pneumatic, electric valves, and control devices; such as actuators-hydraulic, pneumatic or electric; tests for leaks and replaces component parts on equipment, pneumatic tubing and control switches.</p> <p>Maintains the Fire Detection/Prevention system.</p> <p>Performs maintenance on ENVIROVAC Vacuum Sewage System including manual, electronic and computerized controls.</p> <p>Assists in the maintenance, repair, and overhaul of piping for steam and hot water heating, refrigeration etc., assists in installation of boilers, water heaters, radiators, heat exchangers, and accessories such as pumps, governors, traps and valves.</p> <p>May cut grass, weeds, water and trim shrubbery and general outdoor cleanup, snow removal from walks and parking areas.</p> <p>Prepares a variety of routine records and safety reports, picks up parts, maintains tools; may assist with loading or unloading dock deliveries and shipments.</p> <p>Regular attendance.</p>
<b>Start</b>	12/28/2016
<b>End</b>	1/17/2017
<b>Manager</b>	Lucey, Carita

<b>Dept.</b>	Elected Offices
<b>Division</b>	912000000-COUNTY JAIL
<b>Title</b>	Jail Clerk
<b>Grade(s)</b>	10
<b>Type</b>	Full-Time
<b>Position #</b>	#00001288 & #00001277
<b>Vacancy</b>	2/8/2017
<b>Job Duties</b>	<p><b><u>JOB SUMMARY</u></b> Provides prisoner services such as scheduling, receiving and checking in visitors. Provides telephone services, screens prisoner mail, and distributes commissary merchandise to prisoners.</p> <p><b><u>MINIMUM QUALIFICATIONS</u></b> One (1) year of full-time experience working in an office environment or a certificate of successful completion of a one (1) year office administration program.</p> <p><b><u>ESSENTIAL FUNCTIONS</u></b></p> <ul style="list-style-type: none"> <li>· Preschedules prisoner visits, verifies and records visitor information, answers questions on Jail policies, booking, charges, bail amount, commitments, and length of incarceration.</li> <li>· Answers and routes calls to employees; assists attorneys, judges, and bail bondsmen with call-in questions; assists callers who receive sensitive or threatening calls from inside the jail; and receives calls on serious injury, illness, or death notifications.</li> <li>· Checks in visitors; provides orientation; coordinates professional walk-in visits from legal advisers, clergy members, and health care providers.</li> <li>· Monitors multiple movement and waiting area cameras; directs visitors to correct area; facilitates movement to and from visitation areas by operating security doors.</li> <li>· Runs warrants and record checks on visitors using BCI, III, etc., and Offender Management System, OMS.</li> <li>· Screens incoming and outgoing prisoner mail, email, magazines, newspapers, and books for irregularities or violations; monitors for contraband.</li> <li>· Obtains prisoner signatures and performs notary services; receives funds through the mail, prepares deposits, updates prisoners accounts on OMS.</li> <li>· Picks up and delivers inter-office mail, prisoner kites, and grievances.</li> <li>· Processes out-going mail and returns insufficient postage mail to prisoners.</li> <li>· Accepts delivery of prepackaged commissary from contracted provider; sorts commissary orders by housing units; delivers sorted prisoner commissary orders; delivers welfare items weekly.</li> <li>· Updates OMS and commissary tracking systems; receives and sends information from other agencies and jurisdictions via telephone, email, fax, teletype or correspondence.</li> <li>· Performs a variety of general office tasks.</li> <li>· Assists in training new employees.</li> </ul>
<b>Start</b>	2/9/2017
<b>End</b>	2/21/2017
<b>Manager</b>	Lucey, Carita

<b>Dept.</b>	Human Services
<b>Division</b>	2100000000-Youth Services Division
<b>Title</b>	Youth Worker - **SLCo Youth Services Merit Employees Only**
<b>Grade(s)</b>	12
<b>Type</b>	Full-Time
<b>Position #</b>	#00001693
<b>Vacancy</b>	2/10/2017
<b>Job Duties</b>	<p><b><u>JOB SUMMARY</u></b></p> <p>Performs shelter EFC and crisis intakes. Orients youth to agency policies, programs, and expectations. Provides supervision to youth; participates with youth in recreational and educational activities and provides general information as necessary. Monitors youth; supervises daily chores and meal preparation; and provides crisis intervention to youth.</p> <p><b><u>MINIMUM QUALIFICATIONS</u></b></p> <p>Associate's degree in Social Work, Psychology, Sociology, Marriage and Family Therapy, or other closely related field; OR an equivalent combination of related education and experience working with youth in a counseling and /or group home setting that is equivalent to two (2) years of full-time experience.</p> <p>Must receive a verified negative test result on a mandatory drug test before starting in this position.</p> <p>Will be subject to random alcohol and drug testing.</p> <p>May be subject to post accident and reasonable suspicion alcohol and drug testing.</p> <p>Due to the nature of this position, the successful applicant must pass a required background investigation.</p> <p>Must successfully pass a yearly criminal background screening by the Bureau of Criminal Investigations.</p> <p>Must possess a valid Utah driver's license in order to transport children using County vehicles.</p>
<b>Start</b>	2/13/2017
<b>End</b>	2/20/2017
<b>Manager</b>	Briggs, Shauna



<b>Dept.</b>	Human Services
<b>Division</b>	2150000000-Health Dept.
<b>Title</b>	Public Health Nurse
<b>Grade(s)</b>	16
<b>Type</b>	Full-Time
<b>Position #</b>	#00002142
<b>Vacancy</b>	2/8/2017
<b>Job Duties</b>	<p><b><u>JOB SUMMARY</u></b> Provides nursing and case management services to assigned clients in the Immunizations program. Provides medical-legal record management, community outreach, education, and positive public relations. Promotes the infrastructure of the Health Department.</p> <p><b><u>MINIMUM QUALIFICATIONS</u></b> <b><u>Grade 30</u></b> Professional licensure in the State of Utah as a Registered Nurse.</p> <p>A valid Driver's License, insurance, and access to a private vehicle is required.</p> <p>It is mandatory that all new hires receive the Tdap (Tetanus, Diphtheria &amp; Pertussis) vaccine before beginning employment or provide a copy of their immunization record prior to starting employment. The immunization record must show the vaccine name and date received.</p> <p>Upon hire, a two-step Tuberculosis skin test will be required. The first will need to be placed prior to starting employment.</p> <p>Successful completion of a criminal background check.</p> <p><b><u>ESSENTIAL FUNCTIONS</u></b> Provides professional nursing services and case management to assigned clients in a clinical, community, and/or infectious disease/epidemiological setting.</p> <p>Utilizes established standards of practice, nursing knowledge, and agency policies and procedures.</p> <p>Assesses health needs and priorities using appropriate assessment tools.</p> <p>Educates and refers clients to appropriate resources.</p> <p>Maintains and facilitates a current referral/resource network and patient follow-up and monitoring system.</p> <p>Provides timely interventions and prioritization of all work assignments and accurate and professional medical-legal documentation of client interventions.</p> <p>Ensures compliance to all regulations pertaining to record management. (i.e., HIPAA and GRAMA).</p> <p>Monitors assigned work area's medical inventory, equipment or durable/ sellable goods, as may be assigned.</p> <p>Prepares, analyzes and submits professional plans, guidelines, protocols, and reports.</p>
<b>Start</b>	2/8/2017
<b>End</b>	2/8/2017
<b>Manager</b>	Jensen, Keith

<b>Dept.</b>	Human Services
<b>Division</b>	2300000000-Aging And Adult Services
<b>Title</b>	Case Manager
<b>Grade(s)</b>	14
<b>Type</b>	Full-Time
<b>Position #</b>	#00002359
<b>Vacancy</b>	4/16/2017
<b>Job Duties</b>	<p><b><u>JOB SUMMARY</u></b> Provides social work case management to adults in home and community based settings following County, State and Federal regulations, policies and procedures.</p> <p><b><u>MINIMUM QUALIFICATIONS</u></b> Bachelor's degree from an accredited college or university in Social Work, Gerontology, or other closely related field.</p> <p>Must have a current license as a Social Service Worker in the State of Utah. Due to the nature of this position, the successful applicant must pass a required background investigation.</p> <p><b><u>ESSENTIAL FUNCTIONS</u></b> 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.</p> <ul style="list-style-type: none"> <li>· Applicants must be prepared to demonstrate the ability to perform the essential functions of the job with or without a reasonable accommodation.</li> <li>· Uses acceptable case management practices to complete intakes and comprehensive assessments/reassessments to screen and determine eligibility, detailing presenting client care and safety needs.</li> <li>· Develops, implements, monitors, and evaluates comprehensive care plans that address identified client service and safety needs.</li> <li>· Creates and maintains accurate clinical and financial records for assigned clients.</li> <li>· Manages fiscal expenditures of assigned case load adjusting clients to maintain desired spending levels.</li> <li>· Works closely with contracted service providers to ensure quality of care of services provided.</li> <li>· Provides advocacy on behalf of clients as appropriate.</li> </ul>
<b>Start</b>	2/10/2017
<b>End</b>	2/17/2017
<b>Manager</b>	Nagahiro, Tanya

<b>Dept.</b>	Human Services
<b>Division</b>	2500000100-Library Services
<b>Title</b>	Librarian (Youth Services)
<b>Grade(s)</b>	14
<b>Type</b>	Full-Time
<b>Position #</b>	#00003226
<b>Vacancy</b>	1/17/2017
<b>Job Duties</b>	<p><b><u>JOB SUMMARY</u></b> Provides reference and reader's advisory services to library customers. Evaluates and selects materials for purchase and deletion. Tracks materials budget. Plans, coordinates, and provides library programs and outreach services. Assists customers in the use of personal computer and electronic resources..</p> <p><b><u>MINIMUM QUALIFICATIONS</u></b> Master's degree in Library Science or other ALA-accredited Master's Degree such as Master's in Information Resources and Library Science, Masters of Library and Information Science.</p> <p>For positions in Youth Service areas the following education and experience will be accepted in lieu of MLS or MLIS:</p> <p>Master's degree from an accredited college or university in Instructional Technology, Elementary Education, Early Childhood Education, Children's Literature or other closely related field, plus a Library Media Endorsement and one (1) year professional librarian experience in a public library or school library/media center, OR a Bachelor's degree from an accredited college or university in Early Childhood Education, Elementary Education, Children's Literature or other closely related field, plus a Library Media Endorsement and three (3) years professional librarian experience in a public library or school library/media center may be substituted.</p> <p>Due to the nature of this position, the successful applicant must pass a required background investigation.</p> <p><b><u>ESSENTIAL FUNCTIONS</u></b> Provides reference and reader's advisory services and information about library policies, materials, services, and community resources in person, on the phone, or through electronic communications.</p> <p>Provides information to staff on appropriate ways of dealing with customers in the library including children and/or young adults.</p> <p>Evaluates and selects materials for purchase and deletion in assigned area. Monitors assigned allocation of library materials budget.</p> <p>Provides input on the branch collection development plan and strategic goals.</p> <p>Develops, maintains and participates in outreach activities to promote use of library materials and services.</p> <p>Creates, coordinates, and provides programs, activities, and resources for the library. Some may be targeted for outreach to children and young adults.</p> <p>Assists customers in the use of personal computer and electronic resources.</p> <p>Develops, monitors and maintains the Library's web pages and verifies links on the Library's home page.</p> <p>Serves as librarian-in-charge as assigned or on a rotation basis handling emergency situations as well as customer complaints.</p> <p>Participates in training workshops, committees, task forces, and other professional development activities.</p>
<b>Start</b>	2/10/2017
<b>End</b>	2/10/2017
<b>Manager</b>	Broussard, Linda

<b>Dept.</b>	Human Services
<b>Division</b>	2500000705-Library Services
<b>Title</b>	Custodial Maintenance Worker 13 - FROM REQ 17-4911
<b>Grade(s)</b>	9
<b>Type</b>	Full-Time
<b>Position #</b>	#00002883
<b>Vacancy</b>	3/1/2017
<b>Job Duties</b>	<p><b><u>JOB SUMMARY</u></b> Performs custodial cleaning, minor maintenance work and general building security in an assigned building or building area.</p> <p><b><u>MINIMUM QUALIFICATIONS</u></b> Six (6) months custodial work experience or other closely related field; OR an equivalent combination of related education and experience.</p> <p><b><u>ESSENTIAL FUNCTIONS</u></b> Provides daily custodial tasks including cleaning facility and equipment</p> <p>Arranges, sets up and takes down facility tables and chairs, as assigned</p> <p>Provides periodic duties of washing furniture, floors, walls, woodwork and windows</p> <p>Performs cleaning, preventative maintenance and minor repairs on cleaning equipment</p> <p>Performs minor plumbing and electrical maintenance and repair</p> <p>Maintains and cleans building entrances. Assists with grounds maintenance and removes snow and ice from entrances as assigned</p> <p>Maintains an inventory of facility cleaning supplies, tools and equipment. Orders new cleaning supplies as needed</p> <p>Conducts security check of grounds and buildings. Secures the facility and equipment</p>
<b>Start</b>	2/21/2017
<b>End</b>	2/21/2017
<b>Manager</b>	Broussard, Linda

<b>Dept.</b>	Human Services
<b>Division</b>	2500000708-Library Services
<b>Title</b>	Assistant Library Manager-INTERNAL PROMOTION
<b>Grade(s)</b>	15
<b>Type</b>	Full-Time
<b>Position #</b>	#00002827
<b>Vacancy</b>	3/1/2017
<b>Job Duties</b>	<p><b><u>JOB SUMMARY</u></b> Assists in overseeing the day-to-day operations of a public library branch. Supervises assigned staff. Performs reference/reader's advisory services, collection management, and programming and outreach activities.</p> <p><b><u>MINIMUM QUALIFICATIONS</u></b> Master's degree from an accredited college or university in Library Science, Information Science, or other ALA-Accredited Master's degree, plus two (2) years professional librarian experience.</p> <p>Supervisory experience, in any setting, may substitute for up to one (1) year of the required professional librarian experience; OR an equivalent combination of related education and professional librarian experience, or a combination of related education, professional librarian experience, and up to one (1) year of supervisory experience (in any setting).</p> <p>Due to the nature of this position, the successful applicant must pass a required pre-employment background check and subsequent mandatory background checks in accordance with current County Human Resources policy requirements.</p> <p><b><u>ESSENTIAL FUNCTIONS</u></b> Assists in planning, implementing, coordinating, and evaluating the library's services and programs in relation to changing needs in the community.</p> <p>Assumes general management responsibilities in the absence of the Library Manager.</p> <p>Supervises staff, including hiring, orienting, training, assigning and reviewing work performance, annual work performance appraisal, and discipline.</p> <p>Assists in developing annual budget request for staff, library materials, programming and capital projects; monitors expenditures, as assigned.</p> <p>Manages circulation services and serves as a resource for clerical staff.</p> <p>Provides reference and reader's advisory services to library customers in person, on the phone, or through electronic communications.</p> <p>Explains use of library resources, equipment, and services and provides information about library policies.</p> <p>Selects materials for assigned area(s) of the collection and evaluates items to be deleted.</p> <p>Provides input on the branch collection development plan and strategic goals.</p> <p>Participates in outreach activities to promote use of library materials and services.</p> <p>Develops and maintains contact with schools and/or community groups to promote library materials and services.</p> <p>Assists customers in the use of personal computer and electronic resources.</p> <p>Develops/updates web pages, identifies/screens web sites and/or verifies links on library's home page.</p> <p>Handles emergency situations and resolves public complaints about materials, services, programs, and/or staff.</p> <p>Participates in management meetings, training workshops and professional development activities.</p>
<b>Start</b>	2/21/2017
<b>End</b>	2/21/2017
<b>Manager</b>	Broussard, Linda

<b>Dept.</b>	Human Services
<b>Division</b>	2500000712-Library Services
<b>Title</b>	Assistant Library Manager-INTERNAL PROMOTION
<b>Grade(s)</b>	15
<b>Type</b>	Full-Time
<b>Position #</b>	#00009290
<b>Vacancy</b>	3/1/2017
<b>Job Duties</b>	<p><b><u>JOB SUMMARY</u></b></p> <p>Assists in overseeing the day-to-day operations of a public library branch. Supervises assigned staff. Performs reference/reader's advisory services, collection management, and programming and outreach activities.</p> <p><b><u>MINIMUM QUALIFICATIONS</u></b></p> <p>Master's degree from an accredited college or university in Library Science, Information Science, or other ALA-Accredited Master's degree, plus two (2) years professional librarian experience.</p> <p>Supervisory experience, in any setting, may substitute for up to one (1) year of the required professional librarian experience; OR an equivalent combination of related education and professional librarian experience, or a combination of related education, professional librarian experience, and up to one (1) year of supervisory experience (in any setting).</p> <p>Due to the nature of this position, the successful applicant must pass a required pre-employment background check and subsequent mandatory background checks in accordance with current County Human Resources policy requirements.</p> <p><b><u>ESSENTIAL FUNCTIONS</u></b></p> <p>Assists in planning, implementing, coordinating, and evaluating the library's services and programs in relation to changing needs in the community.</p> <p>Assumes general management responsibilities in the absence of the Library Manager.</p> <p>Supervises staff, including hiring, orienting, training, assigning and reviewing work performance, annual work performance appraisal, and discipline.</p> <p>Assists in developing annual budget request for staff, library materials, programming and capital projects; monitors expenditures, as assigned.</p> <p>Manages circulation services and serves as a resource for clerical staff.</p> <p>Provides reference and reader's advisory services to library customers in person, on the phone, or through electronic communications.</p> <p>Explains use of library resources, equipment, and services and provides information about library policies.</p> <p>Selects materials for assigned area(s) of the collection and evaluates items to be deleted.</p> <p>Provides input on the branch collection development plan and strategic goals.</p> <p>Participates in outreach activities to promote use of library materials and services.</p> <p>Develops and maintains contact with schools and/or community groups to promote library materials and services.</p> <p>Assists customers in the use of personal computer and electronic resources.</p> <p>Develops/updates web pages, identifies/screens web sites and/or verifies links on library's home page.</p> <p>Handles emergency situations and resolves public complaints about materials, services, programs, and/or staff.</p> <p>Participates in management meetings, training workshops and professional development activities.</p>
<b>Start</b>	2/21/2017
<b>End</b>	2/21/2017
<b>Manager</b>	Broussard, Linda

<b>Dept.</b>	Human Services
<b>Division</b>	2500000719-Library Services
<b>Title</b>	Assistant Library Manager-INTERNAL PROMOTION
<b>Grade(s)</b>	15
<b>Type</b>	Full-Time
<b>Position #</b>	#00002829
<b>Vacancy</b>	3/1/2017
<b>Job Duties</b>	<p><b><u>JOB SUMMARY</u></b> Assists in overseeing the day-to-day operations of a public library branch. Supervises assigned staff. Performs reference/reader's advisory services, collection management, and programming and outreach activities.</p> <p><b><u>MINIMUM QUALIFICATIONS</u></b> Master's degree from an accredited college or university in Library Science, Information Science, or other ALA-Accredited Master's degree, plus two (2) years professional librarian experience.</p> <p>Supervisory experience, in any setting, may substitute for up to one (1) year of the required professional librarian experience; OR an equivalent combination of related education and professional librarian experience, or a combination of related education, professional librarian experience, and up to one (1) year of supervisory experience (in any setting).</p> <p>Due to the nature of this position, the successful applicant must pass a required pre-employment background check and subsequent mandatory background checks in accordance with current County Human Resources policy requirements.</p> <p><b><u>ESSENTIAL FUNCTIONS</u></b> Assists in planning, implementing, coordinating, and evaluating the library's services and programs in relation to changing needs in the community.</p> <p>Assumes general management responsibilities in the absence of the Library Manager.</p> <p>Supervises staff, including hiring, orienting, training, assigning and reviewing work performance, annual work performance appraisal, and discipline.</p> <p>Assists in developing annual budget request for staff, library materials, programming and capital projects; monitors expenditures, as assigned.</p> <p>Manages circulation services and serves as a resource for clerical staff.</p> <p>Provides reference and reader's advisory services to library customers in person, on the phone, or through electronic communications.</p> <p>Explains use of library resources, equipment, and services and provides information about library policies.</p> <p>Selects materials for assigned area(s) of the collection and evaluates items to be deleted.</p> <p>Provides input on the branch collection development plan and strategic goals.</p> <p>Participates in outreach activities to promote use of library materials and services.</p> <p>Develops and maintains contact with schools and/or community groups to promote library materials and services.</p> <p>Assists customers in the use of personal computer and electronic resources.</p> <p>Develops/updates web pages, identifies/screens web sites and/or verifies links on library's home page.</p> <p>Handles emergency situations and resolves public complaints about materials, services, programs, and/or staff.</p> <p>Participates in management meetings, training workshops and professional development activities.</p>
<b>Start</b>	2/21/2017
<b>End</b>	2/21/2017
<b>Manager</b>	Broussard, Linda

<b>Dept.</b>	Human Services
<b>Division</b>	2500000721-Library Services
<b>Title</b>	Librarian (Youth Services) - FROM REQ 17-4928
<b>Grade(s)</b>	14
<b>Type</b>	Full-Time
<b>Position #</b>	#00003200
<b>Vacancy</b>	2/16/2017
<b>Job Duties</b>	<p><b><u>JOB SUMMARY</u></b> Provides reference and reader's advisory services to library customers. Evaluates and selects materials for purchase and deletion. Tracks materials budget. Plans, coordinates, and provides library programs and outreach services. Assists customers in the use of personal computer and electronic resources..</p> <p><b><u>MINIMUM QUALIFICATIONS</u></b> Master's degree in Library Science or other ALA-accredited Master's Degree such as Master's in Information Resources and Library Science, Masters of Library and Information Science.</p> <p>For positions in Youth Service areas the following education and experience will be accepted in lieu of MLS or MLIS:</p> <p>Master's degree from an accredited college or university in Instructional Technology, Elementary Education, Early Childhood Education, Children's Literature or other closely related field, plus a Library Media Endorsement and one (1) year professional librarian experience in a public library or school library/media center, OR a Bachelor's degree from an accredited college or university in Early Childhood Education, Elementary Education, Children's Literature or other closely related field, plus a Library Media Endorsement and three (3) years professional librarian experience in a public library or school library/media center may be substituted.</p> <p>Due to the nature of this position, the successful applicant must pass a required background investigation.</p> <p><b><u>ESSENTIAL FUNCTIONS</u></b> Provides reference and reader's advisory services and information about library policies, materials, services, and community resources in person, on the phone, or through electronic communications.</p> <p>Provides information to staff on appropriate ways of dealing with customers in the library including children and/or young adults.</p> <p>Evaluates and selects materials for purchase and deletion in assigned area. Monitors assigned allocation of library materials budget.</p> <p>Provides input on the branch collection development plan and strategic goals.</p> <p>Develops, maintains and participates in outreach activities to promote use of library materials and services.</p> <p>Creates, coordinates, and provides programs, activities, and resources for the library. Some may be targeted for outreach to children and young adults.</p> <p>Assists customers in the use of personal computer and electronic resources.</p> <p>Develops, monitors and maintains the Library's web pages and verifies links on the Library's home page.</p> <p>Serves as librarian-in-charge as assigned or on a rotation basis handling emergency situations as well as customer complaints.</p> <p>Participates in training workshops, committees, task forces, and other professional development activities.</p>
<b>Start</b>	2/15/2017
<b>End</b>	2/15/2017
<b>Manager</b>	Broussard, Linda



<b>Dept.</b>	Public Works
<b>Division</b>	4400000000-Public Works Operations
<b>Title</b>	District Worker
<b>Grade(s)</b>	9
<b>Type</b>	Full-Time
<b>Position #</b>	#00007525
<b>Vacancy</b>	3/1/2017
<b>Job Duties</b>	<p><b><u>JOB SUMMARY</u></b> Performs a variety of entry-level road maintenance, landscaping, or flood control work depending on the specific crew and/or division.</p> <p><b><u>MINIMUM QUALIFICATIONS</u></b> Six (6) months of experience related to these duties.</p> <p>Must possess a Class B Commercial Driver's License (CDL) within six (6) months of hire date OR obtain the Class B Commercial Learner Driver's License (CDL) within thirty (30) days of hire date to operate a Salt Lake County vehicle.</p> <p>Must receive a verified negative test result on a mandatory drug test before starting in this position.</p> <p>Will be subject to random alcohol and drug testing.</p> <p>May be subject to post accident and reasonable suspicion alcohol and drug testing.</p> <p><b><u>ESSENTIAL FUNCTIONS</u></b></p> <p><b><u>Road Maintenance Crew</u></b> Assists in crack sealing, patching, chip sealing, slurry seal preparation and resurfacing of roadways.</p> <p>Prepares roadways for the application of asphalt by grading and compacting road base. Spreads and compacts asphalt.</p> <p>Assists with concrete installation and removal. Assists in floating and finishing concrete.</p> <p>Sets up traffic warning signs, traffic cones, barricades, and flags traffic.</p> <p><b><u>Landscaping Crew</u></b> Mows lawns using a commercial riding mower.</p> <p>Aerates and edges lawns.</p> <p>Repairs sprinkler systems.</p> <p>Plants/prunes trees and bushes; hauls away debris.</p> <p>Controls weeds.</p> <p><b><u>Flood Control Crew</u></b> Maintains stream channels, storm drains, flood gates, and other drainage structures by clearing debris and excess sediment.</p> <p>Sets up traffic warning signs, traffic cones, barricades, and flags traffic.</p> <p>Trims trees and bushes; hauls away debris.</p> <p>Fills and places sand bags, and installs water pumps.</p> <p>Removes ice-jams from streams.</p> <p><b><u>Duties Performed by All District Workers</u></b> Removes snow from roadways.</p> <p>Operates some heavy equipment.</p> <p>Maintains tools and equipment by keeping them clean, repaired and stored securely when not in use; performs minor repairs.</p> <p>Fills out daily work reports and records vehicle mileage.</p>
<b>Start</b>	2/17/2017
<b>End</b>	2/25/2017
<b>Manager</b>	Ballif, Jodi

<b>Dept.</b>	Public Works
<b>Division</b>	4400000000-Public Works Operations
<b>Title</b>	Equipment Manager
<b>Grade(s)</b>	15
<b>Type</b>	Full-Time
<b>Position #</b>	#00007547
<b>Vacancy</b>	8/1/2017
<b>Job Duties</b>	<p><b><u>JOB SUMMARY</u></b> Manage the heavy equipment fleet for the Public Works Operations Division. Supervise storm drain and irrigation maintenance activities. Provide budget input and monitoring, perform short and long term planning.</p> <p><b><u>MINIMUM QUALIFICATIONS</u></b> Bachelor's degree in Heavy Equipment Service Engineering, Heavy Equipment Maintenance, or related field plus five (5) years of experience, one (1) of which must have been in a supervisory capacity; OR an equivalent combination of education and experience.</p> <p>Must have valid Class A CDL and DOT Medical Card at time of hire.</p> <p><b><u>ESSENTIAL FUNCTIONS</u></b> Establish equipment purchase, replacement, and utilization plans, make recommendations and prepare proposals for optimizing fleet usage, maintain an accurate inventory of capital equipment, oversee equipment commissioning and decommissioning.</p> <p>Supervise staff which includes hiring, scheduling, promotions, training, safety, discipline, and performance evaluations.</p> <p>Maintain equipment schedules and inventory lists; direct equipment maintenance, repair, and inspection activities; comply with federal and state laws for transporting equipment.</p> <p>Coordinate maintenance on storm drain and irrigation systems; coordinate annual inspection programs.</p> <p>Develop and maintain operational service data for reporting, evaluating, and planning purposes; make recommendations and communicate developments to Division Director.</p> <p>Analyze organization needs for short and long-term planning purposes; review utilization statistics and seek ongoing improvement.</p> <p>Assist in developing Division training and safety programs for all equipment.</p> <p>Develop and maintain relationships with vendors for the rental or purchase of equipment. Know equipment specifications and capabilities.</p> <p>Work with Contracts and Procurement, Internal Service Manager and staff to prepare bid specifications, review bids, and award bids. Procure the best equipment available within budget constraints.</p> <p>Ensure that all activities comply with safety and regulatory requirements.</p> <p>Assists in preparation and recommendation of budgets, manage operational expenses, develop costs for maintenance, repair, and replacement, and track budget expenditures as they occur.</p> <p>Perform snow removal and street sweeping operations as needed in coordination with county and city agencies.</p> <p>Set priorities to ensure business continuity in the event of disasters, emergencies and unanticipated needs.</p>
<b>Start</b>	2/13/2017
<b>End</b>	2/13/2017
<b>Manager</b>	Ballif, Jodi

<b>Dept.</b>	Public Works
<b>Division</b>	4400000000-Public Works Operations
<b>Title</b>	Truck Driver - INTERNAL PROMOTION
<b>Grade(s)</b>	10
<b>Type</b>	Full-Time
<b>Position #</b>	#00007611
<b>Vacancy</b>	2/11/2017
<b>Job Duties</b>	<p><b><u>JOB SUMMARY</u></b>  Transports all types of materials to Public Works projects. Performs skilled road maintenance, construction, snow removal and ensures the safety of the public, personnel, property, and equipment.</p> <p><b><u>MINIMUM QUALIFICATIONS</u></b>  Two (2) years of work experience in a field closely related to these duties.</p> <p>Must possess a valid Class "A" CDL license at time of hire.</p> <p>Must be able to successfully pass pre-hire and random after-hire drug and alcohol tests.</p> <p><b><u>ESSENTIAL FUNCTIONS</u></b>  Operates 10 wheel, 6 wheel, supertruck, pup, and a variety of light and heavy duty equipment and a full range of power and hand tools. Performs daily inspections of equipment and tools for safety and/or mechanical defects and coordinates needed repairs with vendors or with Fleet</p> <p>Performs manual labor/maintenance, repair, and construction work. Performs snow removal,, crack sealing, flood control, grate cleaning, flagging as needed, and placement and removal of asphalt and concrete</p> <p>Assists in special events and emergency situations such as ones caused by adverse weather conditions (i.e. snow removal, flooding) and/or other major disasters (i.e. earthquakes, road closure)</p> <p>Ensures compliance with OSHA and MUTCD rules and regulations at all times</p> <p>Investigates citizen concerns and resolves issues in a professional and courteous manner, while maintaining a safe environment and providing excellent customer service.</p>
<b>Start</b>	2/15/2017
<b>End</b>	2/15/2017
<b>Manager</b>	Ballif, Jodi