

Dept.	Administrative Services
Division	6050000100-Information Services
Title	ERP Business Systems Manager (PeopleSoft)
Grade(s)	19
Type	Full-Time
Position #	#00003438
Vacancy	1/16/2017
Job Duties	<p>JOB SUMMARY: Manages, enhances, and expands the Salt Lake County's enterprise systems with the primary focus on the county's implementation and support of PeopleSoft ERP suite.</p> <p>Analyze user requirements, evaluate business processes, develop functional design, assist with technical design and implement solutions.</p> <p>Acts as the PeopleSoft subject matter expert (SME), reviewing/analyzing business and technical requirements; validating priorities for requirements; analyzing/implementing process improvements;</p> <p>oversees the solution implementation; assisting in development of test plans quality assurance and User acceptance; preparing workflow documentation; and maintaining clear, timely communications with all interested parties.</p> <p>MINIMUM QUALIFICATIONS: Ten (10) years of experience in a closely related field of which one (1) year must have been supervisory or administrative OR a Bachelor's degree from an accredited college or university in Information Technology, or other closely related field, plus six (6) years of related experience, of which one (1) year must have been supervisory or administrative. Education may not be substituted for the required supervisory experience.</p> <p>ESSENTIAL FUNCTIONS: Provides day-to-day leadership and management of the PeopleSoft application team which supports the development, implementation and maintenance of the county's PeopleSoft suite of applications.</p> <p>Works closely with the users and members of the Business Technology Partner (BTP) team assisting in the formulation and definition of system scope, objectives, business requirements, use cases, and business rules based on client needs.</p> <p>Works closely with cross departmental resources to establish best practices, project priorities and maintain governance of the PeopleSoft system.</p> <p>Supervises staff, which includes hiring, orienting, training, assigning and reviewing work performance, annual work performance appraisals, and discipline.</p> <p>Manages operational and capital budget allocations, expenditures, fund balances and related financial activities for the purpose of ensuring that allocations are accurate, expenses are within budget limits and reports to higher manager on any discrepancies or necessary changes.</p> <p>Monitors progress of projects and allocates resources as necessary to insure successful completion utilizing best use of resources.</p> <p>Manages development projects, along with the BTP, and works with programmers, analysts and customers to ensure successful delivery of the requested functionality including assistance in testing, training and implementation</p> <p>Actively assists in the development and maintenance of plans, practices and assignments to identify, quantify and contain the occurrence and potential impact of risks and risk events on the execution of a program and its likelihood of success.</p> <p>Makes timely and effective decisions at the project level and communicating those decisions both up and down the program structure, while approaching needed decisions in a logical and thoughtful manner and weighing conflicting information.</p> <p>Manages contracts and coordinates with external service providers which may include hosting and staff augmentation.</p> <p>Collaborates with developers, Project Managers, BTP, quality assurance, business teams, vendors, and technical support to provide a mix of business and technical direction on systems design, development, testing and deployment.</p> <p>Keeps abreast of new features and works with BTP team, customers, project team and vendors to drive and implement new features.</p> <p>Drives definition of improvements based on business need and architectural improvements.</p> <p>Identifies process improvement or automation opportunities with a key focus on user experience, data integrity, and operational efficiencies. Enforces continual process improvements.</p> <p>Manages upgrade cycles to ensure current operation is not impacted. Works with customer to develop upgrade schedules which minimize the impact to the customers and taking into critical time periods where there can be no disruption to the customer.</p> <p>Serves as the go-to person and PeopleSoft subject matter expert (SME) for configuration, business use, as well as capabilities and limitations of HR and Finance systems.</p> <p>Establishes open, fluid and timely communications with all interested parties, stakeholders and the project team. This could include all levels of participants from county directors to individual</p>
Start	2/23/2017
End	3/9/2017
Manager	Dudley, Andrew

Dept.	Administrative Services
Division	6050000100-Information Services
Title	Quality Assurance & Compliance
Grade(s)	17
Type	Full-Time
Position #	#00003457
Vacancy	4/19/2016
Job Duties	<p><u>JOB SUMMARY:</u> Establish and lead the Quality Assurance (QA) and Compliance programs for Salt Lake County's Information Technology (IT) organization through assistance from QA vendors and eventually manage an internal QA team as well as an internal Compliance team.</p> <p>Responsible to create and oversee QA and testing solutions for IT software development, infrastructure design and county businesses in general as needed. Responsible to create and manage the Salt Lake County's compliance program.</p> <p><u>MINIMUM QUALIFICATIONS:</u> Nine (9) years of equivalent quality assurance and testing experience in a similar environment, size and scope, or Bachelor's degree in an IT related field, plus five (5) years of equivalent quality assurance and testing experience in a similar environment, size and scope. One (1) of the years of experience must include managing relationships and indirect staffing including, but not limited to mentoring and training.</p> <p>Professional Certifications in the QA field (ASQ, IOS9000, IOSQA, CSQA) preferred.</p> <p>Minimum of two (2) years of experience managing an enterprise level compliance program preferred.</p> <p><u>ESSENTIAL FUNCTIONS:</u> Collaborates with business leads and technical leads to assess their QA needs and ensure the right resources and skill sets are in place.</p> <p>Researches, compares and selects third party QA/test vendors to assist in the County's QA programs and solutions.</p> <p>Collaborates with County agencies to develop compliance programs and meet compliance requirements.</p> <p>Manages relationships with outsourced partners and suppliers, Ensures that internal team members are effectively communicating and collaborating with outsourced resources.</p> <p>Establishes and champions QA/test processes, procedures and best practices for the different internal clients responsible for building the County's various solutions.</p> <p>Develops short-term and long-term road map establishing the best QA programs and the resources to achieve most effective solutions.</p> <p>Manages QA deliverables, schedules, and costs for multiple ongoing projects, ensuring that resources are appropriately allocated and that goals, objectives, timelines, and budgets are met in accordance with organizational roadmaps and standards.</p> <p>Oversees QA and test projects, track status and escalates issues to appropriate resources.</p> <p>Ensures relevant Service Level Agreements (SLAs) are in place, managed, monitored and reported.</p> <p>Supervises staff, which includes hiring, orienting, training, assigning and reviewing work performance, annual work performance appraisals, and discipline.</p>
Start	2/24/2017
End	3/10/2017
Manager	Root, Cherie

Dept.	Administrative Services
Division	6150000000-Human Resources
Title	Employee Benefits Manager
Grade(s)	18
Type	Full-Time
Position #	#00007816
Vacancy	3/10/2017
Job Duties	<p>JOB SUMMARY</p> <p>Oversees the administration and design of employee benefits. Surveys industry and/or community to determine company's competitive position in employee benefits. Develops, recommends, and implements approved, new, or modified plans and employee benefit policies, and supervises administration of existing plans.</p> <p>MINIMUM QUALIFICATIONS</p> <p>Bachelor's degree from an accredited college or university in Human Resources Management, Business, Public Administration or other closely related field, plus six (6) years of related experience, of which two (2) years must have been supervisory; OR an equivalent combination of directly related education and experience. Education may not be substituted for the required supervisory experience.</p> <p>OR</p> <p>Master's degree from an accredited college or university in Human Resources Management, Business, Public Administration or other closely related field, plus four (4) years of related experience, of which two (2) years must have been supervisory or administrative; OR an equivalent combination of directly related education and experience. Education may not be substituted for the required supervisory experience.</p> <p>Preference may be given for current Professional Human Resources or Benefits Certificates.</p>
Start	2/24/2017
End	3/5/2017
Manager	Ongkiko, Michael

Dept.	Administrative Services
Division	6300000000-Facilities Services
Title	Electronic Technician - Assessment Required
Grade(s)	13
Type	Full-Time
Position #	#00003585
Vacancy	3/1/2017
Job Duties	<p><u>JOB SUMMARY</u> Responsible for design, programming, skilled installation, maintenance, and repair of specialized and complex electronic security systems, such as fire alarm, intrusion detection, access control, surveillance cameras, jail electronics and audio video systems across Salt Lake County.</p> <p><u>MINIMUM QUALIFICATIONS</u> Four years of experience in a field closely related to these duties OR an equivalent combination of related education and experience. Must possess Certification as a Burglar Alarm Company Agent, and a Certificate of Registration as a Fire Alarm Technician from the Utah State Fire Marshal within six months of hire. A Journeyman's electrician license in the state of Utah is desirable. Must possess a valid Utah driver's license.</p> <p><u>ESSENTIAL FUNCTIONS</u> Designs, programs, installs, maintains and repairs electronic security systems and audio video equipment. Inspects and tests security systems to ensure they meet all applicable state and federal requirements. Diagnoses and troubleshoots electronic circuit boards, Programmable Logic Controllers (PLC), monitors, computers and software controlling safety and security systems Plans, projects, and provides quotes to requesting agency. Adheres to all National Fire Protection Agency (NFPA) 70 and 72 requirements for the safe installation and maintenance of electrical and electronic systems Installs, operates, and replaces readers, antennas, microphones, intercoms, electric locks, motion alarms, door alarms, fire alarms, cameras and associated equipment When needed installs power sources for these systems from the building electrical distribution system. Maintains records of work performed and time and materials used. Recommends material, repair components, replacement instruments, sensors, and test equipment procurement. Uses and operates a variety of hand tools, electrical, and mechanical equipment Communicates status and needs of the systems directly with the customer.</p>
Start	2/22/2017
End	3/4/2017
Manager	Fritz, Jan

Dept.	Administrative Services
Division	6300003000-Facilities Services
Title	Electrician
Grade(s)	13
Type	Full-Time
Position #	#00007962
Vacancy	3/1/2017
Job Duties	<p><u>JOB SUMMARY</u></p> <p>Responsible for skilled installation, maintenance, repair, and troubleshooting of various electrical systems, controls, and equipment located in around County facilities..</p> <p><u>MINIMUM QUALIFICATIONS</u></p> <p>Four (4) years of experience as a Journeyman level electrician.</p> <p>Must possess a valid State of Utah Journeyman Electrician's License.</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><u>ESSENTIAL FUNCTIONS</u></p> <p>Installs, repairs, replaces, modifies, and tests new and existing electrical circuits, systems, fixtures, panels, switches, breakers, and controls located in and near buildings and structures utilizing Journeyman to Master level skills.</p> <p>Troubleshoots problem areas and inspects for defective equipment and faulty wiring.</p> <p>Installs, repairs, modifies, and programs various types of electronic controlled equipment at a Journeyman to Master level.</p> <p>Uses and maintains various types of hand and/or power tools.</p> <p>Utilizes safety practices and procedures following established safety rules and regulations and maintains a safe and clean work environment.</p> <p>Performs periodic maintenance and inspection of electrical distribution components to prevent premature failure and/or outages.</p> <p>Maintains and repairs specialized electrical equipment such as generators, Uninterruptable Power Systems, Lighting inverters, and Power Correction Systems.</p>
Start	2/23/2017
End	3/4/2017
Manager	Fritz, Jan

Dept.	Elected Offices
Division	7300000000-Assessor
Title	Personal Property Appraiser
Grade(s)	13
Type	Full-Time
Position #	#00000631 - Double Fill for 30 days
Vacancy	3/31/2017
Job Duties	<p><u>JOB SUMMARY</u> Assesses and collects taxable tangible business and/or mobile home Personal Property taxes.</p> <p><u>MINIMUM QUALIFICATIONS</u> Three (3) years of related experience such as lending, equipment leasing, bookkeeping, finance which may include appraisal review, chattel loan review, personal property market analysis, or finance record review (fixed asset and depreciation reports) and appraisal; or an equivalent combination of related education in Accounting, Finance, Business Administration or other closely related field and related experience.</p> <p>Preference may be given to applicants possessing a bachelor's degree in any field of study. Transcripts must be provided in order to receive credit for your education.</p> <p>Due to the nature of this position, successful applicants are subject to a background check.</p> <p>Must possess a valid Utah Driver License at the time of hire to operate a Salt Lake County vehicle.</p> <p><u>ESSENTIAL FUNCTIONS</u> Locates new or unreported businesses or mobile homes, determines ownership and establishes a Personal Property assessment account.</p> <p>Field inspects properties to collect data elements of the taxable tangible business personal property and/or mobile home.</p> <p>Assesses the taxable tangible personal property and/or mobile homes using State Tax Commission publications such as the Recommended Personal Property Valuation Schedules, Classification Guide, and Percent Good schedules, actual acquisition cost, recognized publications that provide a method for approximating cost, and comparable equipment values.</p> <p>Collects delinquent accounts; researches and attaches unpaid taxes to real estate; seizes and sells property.</p> <p>Represents the Salt Lake County Assessor to taxpayers with regard to valuation and property tax questions</p> <p>Researches and responds to the Manager, Division Administrator, Assessor, and the public on difficult or controversial situations</p>
Start	2/23/2017
End	3/7/2017
Manager	Pullan, Tamara

Dept.	Elected Offices
Division	8200000000-District Attorney
Title	Prosecuting Attorney
Grade(s)	17/18
Type	Full-Time
Position #	#00000480
Vacancy	3/3/2017
Job Duties	<p><u>JOB SUMMARY</u></p> <p>Performs entry to senior level responsible and complex legal work in the District Attorney's Office; applies professional judgment and skill in the preparation and presentation of cases. Work is performed in accordance with general policies and is reviewed by the District Attorney, Chief Deputy District Attorney and/or their designee. Entry level attorneys perform under the guidance of more senior attorneys. More senior attorneys assume greater responsibility for training and assisting lower graded/less-experienced attorneys.</p> <p><u>MINIMUM QUALIFICATIONS</u></p> <p><u>Grade 17</u> Graduation from a recognized college of law with a Juris Doctor (JD).</p> <p>Entry positions require between zero (0) and eight (8) years of full-time paid employment in the practice of law.</p> <p>Employment as a full-time paid judicial clerk in a court of record or appellate court may be credited as full-time legal employment.</p> <p>Member in good standing with the Utah State Bar Association or other state bar association with the ability to become a member of the Utah State Bar Association on the first day work.</p> <p><u>GRADE 18</u> Graduation from a recognized college of law with a Juris Doctor (JD).</p> <p>A minimum of eight (8) years of full-time paid employment in the practice of law. Employment as a full-time paid judicial clerk in a court of record or appellate court may be credited as full-time legal employment.</p> <p>Member in good standing with the Utah State Bar Association or other state bar association with the ability to become a member of the Utah State Bar Association on the first day work.</p> <p>All Grades</p> <p>Due to the nature of this position, the successful applicant must successfully pass an initial criminal background check as well as every two years thereafter and continuously meet the requirements of the Bureau of Criminal Information (BCI).</p> <p><u>ESSENTIAL FUNCTIONS</u></p> <p>Reviews investigative reports and screens requests for prosecution to determine validity of facts.</p> <p>Meets with law enforcement officers, complainants, victims and witnesses as may be required for screening decisions.</p> <p>Prepares or directs the preparation of screening worksheets, fact sheets, "informations," declinations, arrest warrants or summons.</p> <p>Prepares or directs the preparation of search warrants and investigative subpoenas using knowledge and understanding of the law of search and seizure.</p> <p>Reviews case files in preparation for trials and hearings and meets with law enforcement officers, citizens and expert witnesses to determine evidence of cases prosecuted.</p> <p>Reviews cases with regard to possible plea negotiations, assesses the strengths and weaknesses of cases and negotiates plea agreements within the guidelines and office policies and procedures.</p> <p>Prepares cases prior to court appearances, researches laws pertaining to case facts and prepares witnesses for court appearances.</p> <p>Appears in appropriate courts conducting trials or hearings, presenting evidence and/or arguments as an advocate for the County and/or the State.</p> <p>Maintains current knowledge and skill in all phases of trial including knowledge of rules of procedure and evidence.</p> <p>Prepares judgments, orders, finding of fact and conclusions of law as directed by the court.</p> <p>Review for appeal and prepares appeals where necessary to protect the interests of the County and/or the State.</p> <p>Participates in office training programs and other legal professional development programs for continuing legal education as required by the Utah State Bar Association directives and the Salt Lake District Attorney's Office.</p> <p>Provides educational services and trainings to law enforcement agencies and the public within the guidelines of the Code of Professional Conduct and the policies and procedures of the Salt Lake District Attorney's Office.</p> <p>Complies with office and county policies and procedures regarding annual leave, sick leave and other special leave.</p> <p>Provides educational services and trainings to law enforcement agencies and the public within the guidelines of the Code of Professional Conduct and the policies and procedures of the Salt Lake District Attorney's Office.</p>
Start	2/13/2017
End	2/27/2017
Manager	Glackin, Wendy

Dept.	Human Services
Division	2150000000-Health Dep.t
Title	Nursing Supervisor
Grade(s)	17
Type	Full-Time
Position #	#00001375
Vacancy	3/3/2017
Job Duties	<p><u>JOB SUMMARY</u> Provides nursing services, case management, education, and outreach in both community and clinical settings. Oversees personnel functions for assigned staff.</p> <p><u>MINIMUM QUALIFICATIONS</u> Associate's Degree in Nursing from a National League for Nursing (NLN) or Commission Collegiate Nursing Education (CCNE) accredited university/college in Nursing or closely related field, plus six (6) years' related nursing or program management experience, of which one (1) year must have been of supervisory; OR an equivalent combination of related education and experience.</p> <p>Education may not be substituted for supervisory experience.</p> <p>Current Utah Registered Nurse license.</p> <p>A valid Driver's License issued by the State of Utah may be required to operate a vehicle.</p> <p>Due to the nature of this position, the successful applicant must pass a required background investigation.</p> <p>It is mandatory that all new hires receive the Tdap (Tetanus, Diphtheria & 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><u>ESSENTIAL FUNCTIONS</u></p> <ul style="list-style-type: none"> · Provides orientation, training, and supervision of students/volunteers. · Supervises assigned staff which includes hiring, promoting, orienting, training, assigning and reviewing work performance, annual performance appraisal and discipline. · Assures that assigned staff complies with all licensing, credentialing, employment qualifications and scope of practice protocols. · Conducts, coordinates and oversees client nursing services in the clinical community. · Ensures compliance with standing orders, program/contract expectations and established protocols. · Maintains a current working knowledge of public health nursing, public health issues, and emergency nursing to provide appropriate leadership and mentoring to assigned staff. · Manages assigned work area's medical inventory, equipment, or durable/sellable goods. · Provides oversight for various onsite services. · Prepares, analyzes, and submits professional plans, guidelines, protocols, and reports. · Provides services to public and community and/or coordinates with community agencies to promote public health and agency services. Ensures that staff provide timely, accurate and professional medical-legal documentation, record management, computer data, reporting and/or testimony. · Ensures that staff provide timely, accurate and professional medical-legal documentation, record management, computer data, reporting and/or testimony. · Ensures compliance with all Federal, State, and local regulations pertaining to record management (i.e., HIPAA and GRAMA) and OSHA bloodborne pathogens and respiratory precaution standards.
Start	2/22/2017
End	3/10/2017
Manager	Sosa, April

Dept.	Human Services
Division	2150003034-Health Dept.
Title	Emergency Response Coordinator- TRANSCRIPTS REQUIRED
Grade(s)	15
Type	Full-Time
Position #	#00001929
Vacancy	12/1/2016
Job Duties	<p><u>JOB SUMMARY</u></p> <p>Conducts inspections, surveys, and investigations for environmental health law compliances; develops and implements environmental health education programs;</p> <p><u>MINIMUM QUALIFICATIONS</u></p> <p>Must be licensed as an Environmental Health Scientist in the State of Utah, or must obtain licensure within sixty (60) days from the date of hire.</p> <p>Three (3) years working in Public or Environmental Health.</p> <p>Must be certified as a Hazardous Materials Technician and OSHA 40 Hour HAZWOPER within one (1) year of hire date.</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>Must be an insured driver with a valid Driver License as required for job responsibilities.</p> <p>Must have a vehicle available for work.</p> <p>Must be able to respond to after hours emergency response incidents with 45-60 minutes of receiving a call.</p> <p>It is mandatory that all new hires receive the Tdap (Tetanus, Diphtheria & 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><u>ESSENTIAL FUNCTIONS</u></p> <p>Identifies and evaluates hazardous conditions in emergency response situations. Surveys to identify and evaluate occupational health, safety and environmental conditions.</p> <p>Provides advice and counsel concerning local, state, and federal compliance regulations, and compiles, analyzes, interprets and reports accidents, loss, and exposure statistical data. Takes steps to remediate hazardous conditions at the time of the event.</p> <p>Participates in the incident command or unified command structure in response to emergency events and hazardous materials incidents and makes decisions for the Department.</p> <p>Establishes, maintains, and exercises physical control over property and over individuals when necessary for the protection of the public health. Coordinates and assists all aspects of public health information and media communication in cooperation with the Public Information Officer (PIO).</p> <p>Responds to calls on the division "hot line" during or after normal working hours. Makes technical decisions regarding the identification and packaging of abandoned chemicals and unknown chemicals collected at illicit discharges. Uses this knowledge to lab pack materials collected according to hazard category and DOT regulations.</p> <p>Conducts inspections and surveys, monitors and investigates places or individuals, and determines compliance with the laws. Issues notices and orders, initiates and negotiates compliance, and follows through with legal action.</p>
Start	2/22/2017
End	3/9/2017
Manager	Sosa, April

Dept.	Human Services
Division	2400000000-Criminal Justice Services
Title	Treatment Specialist
Grade(s)	14/15
Type	Full-Time
Position #	#00002788 & #00002786
Vacancy	2/2/2017
Job Duties	<p><u>JOB SUMMARY</u> Provides therapeutic treatment, group and individual counseling, assessments, and crisis management at CJS and the jail. Provides documentation of treatment progress according to licensure requirements.</p> <p><u>MINIMUM QUALIFICATIONS</u> <u>Grade 14</u> Must possess and maintain current licensure for the respective discipline; i.e., CSW, CPC, etc. at time of hire.</p> <p><u>Grade 15</u> Must possess and maintain current licensure for the respective discipline; i.e., LCSW, Psychologist, LPC</p> <p>Due to the nature of this position, the successful applicant must pass a required background investigation.</p> <p>Must be able to successfully pass current "jail pass" requirements and Division wide training requirements on an annual basis.</p> <p><u>ESSENTIAL FUNCTIONS</u> Delivers therapeutic mental health and substance abuse treatment services.</p> <p>Completes intakes, assessments, diagnosis, and levels of recommended care according to various assessment tools.</p> <p>Provides ongoing analysis of treatment and education and develops programming to be consistent with best practices for evidence based treatment modalities.</p> <p>Provides written and verbal communication with the courts, allied agencies, and case managers on client's progress in treatment.</p> <p>Exhibits professional work behavior and appearance; participates fully as a team member.</p> <p>Performs other duties as assigned.</p>
Start	2/23/2017
End	3/6/2017
Manager	Andrew, Scarlett

Dept.	Public Works
Division	4400000000-Public Works Operations
Title	Lead District Worker - Open to SLCo Flood Control and PW Ops Merit Employees
Grade(s)	11
Type	Full-Time
Position #	#00007584
Vacancy	3/1/2017
Job Duties	<p><u>JOB SUMMARY</u></p> <p>Performs as a lead worker over highway district crews and performs as a district assistant supervisor in absence from the job site.</p> <p><u>MINIMUM QUALIFICATIONS</u></p> <p>Five (5) years of full-time paid employment in a field closely related to these duties; OR an equivalent combination of related education and experience.</p> <p>Must possess a class "B" or greater Commercial Driver License (CDL) issued by the State of Utah at time of hire.</p> <p>Must obtain a Class "A" Commercial Driver License within 6 months of hire.</p> <p>Must possess a Department of Transportation (DOT) Medical Card at the time of hire. Must obtain a Flagging Certification and a Forklift Certification within 6 months of hire.</p> <p>Must be current on all required training certificates (Defensive Driving, Internal SOP's, Equipment certifications).</p> <p>Must be available for emergency call out and snow removal.</p> <p><u>ESSENTIAL FUNCTIONS</u></p> <p>Leads assigned crew personnel in construction and repair of highways</p> <p>Reads and interprets engineering drawings or diagrams and maintains updated and current knowledge of road construction.</p> <p>Trains less experience personnel in the care and operation of assigned equipment.</p> <p>Assists in coordination of maintenance activities with utility agencies. Contacts proper agencies promptly when unsafe conditions are found.</p> <p>Sets priorities during an emergency and snow removal.</p> <p>Prepares routine reports to maintain management control of authorized services performed within budgetary guidelines.</p> <p>Coordinates and schedules with district supervisor for use of crews, equipment, and materials. Investigates and resolves citizen complaints within assigned area, maintains safety and reduces County liability.</p>
Start	2/24/2017
End	3/11/2017
Manager	Ballif, Jodi

Dept.	Elected Offices
Division	Mayor Administration-1020000000
Title	Community Outreach Specialist - Appointed
Grade(s)	0
Type	Appointed
Position #	Jenifer Fraser Nelson, 20252, 00000066
Vacancy	1/4/2017
Job Duties	<p><u>JOB SUMMARY</u></p> <p>Works with constituents and community groups to address their needs and engage them in Salt Lake County government through boards and commissions, volunteer work and internship programs.</p> <p>Works to ensure that County government and particularly the Mayor's Office are available, accessible and accountable to the constituents they serve.</p> <p>Participates in high level policy development and implementation. Works in a close confidential relationship with the Elected Official.</p> <p><u>RECOMMENDED QUALIFICATIONS</u></p> <p>Bachelor's degree from an accredited college or university in Communications, Public Relations or other related field plus three (3) years of related experience.</p> <p>It is preferred the incumbent possess a general knowledge of constituent and volunteer services and strong time management and organization skills.</p> <p><u>ESSENTIAL FUNCTIONS</u></p> <p>Collaborates with residents and community groups to receive input on County government, to provide information on County services and to quickly address resident and community issues and concerns</p> <p>Interfaces with County departments to facilitate public input, proper notification and complaint resolution in a timely and efficient manner</p> <p>Develops community outreach projects and organizes neighborhood meetings to provide constituent interaction with Mayor/Administration and inform and enhance the lives of Salt Lake County residents</p> <p>Provides opportunities for public engagement through service on County boards and commissions and participation in robust internship programs</p> <p>Channels the skills, generosity and service-oriented nature of our County residents to provide meaningful, effective volunteer experiences</p> <p>Establishes and meets division goals and objectives in alignment with the Department and Mayor's Office</p> <p>Participates in establishing policies and procedures for the operation of the Department including monitoring and evaluating Division performance, coordinating personnel, planning, budgeting, contracting, fiscal management, and service delivery</p> <p>Works in a confidential relationship with the elected county official</p>
Start	2/28/2017
End	2/28/2017
Manager	Fortner, Terry