

<b>Dept.</b>	Administrative Services
<b>Division</b>	6050000000-Information Services
<b>Title</b>	Help Desk Technician
<b>Grade(s)</b>	12
<b>Type</b>	Full-Time
<b>Position #</b>	#00003479
<b>Vacancy</b>	12/31/2016
<b>Job Duties</b>	<p><b><u>JOB SUMMARY</u></b> Services the end-users technical support needs for phones, computers and peripherals while delivering the highest standards of customer service to all Salt Lake County employees. Ensures the Information Technology (IT) mission, vision, core values and customer service philosophy are conveyed on each response.</p> <p><b><u>MINIMUM QUALIFICATIONS</u></b> Four (4) years of equivalent help desk support experience in a similar environment, size and scope, or an Associates degree in an Information Technology field, plus two (2) years of equivalent help desk support experience in a similar environment, size and scope.</p> <p><b><u>ESSENTIAL FUNCTIONS</u></b> Serves as the around-the-clock contact for all related user support issues, providing advanced first level technology support.</p> <p>Identifies and resolves service incidents in a prompt and professional manner; quickly escalates difficult problems to other IT support teams when required.</p> <p>Maintains the incident log and ensures the resolution of identified issues is documented through closure of the tickets.</p> <p>Stays current on all existing and new applications, programs and systems used within the County's User community and IT organization as it relates to user support. Monitors changes completed and updates documentation as required.</p> <p>Interfaces with users employing a high degree of tact and diplomacy to promote a positive image of the department.</p> <p>Maintains excellent working relationships with the County's User community and other IT team members who assist in support.</p> <p>Ensures Help Desk Service Level Agreements (SLAs) are met on all incidents.</p> <p>Conducts after-action-reviews, addresses, and records resolution findings.</p> <p>Educates users on desktop, online, remote (VPN) best practices regarding security, passwords and vulnerabilities.</p> <p>Resolves problems and work with other teams to ensure 24x7x365 mission-critical applications availability, reliability and performance</p>
<b>Start</b>	3/1/2017
<b>End</b>	3/1/2017
<b>Manager</b>	Chapman, Roger

<b>Dept.</b>	Administrative Services
<b>Division</b>	6050000000-Information Services
<b>Title</b>	Mainframe Applicatons Manager
<b>Grade(s)</b>	19
<b>Type</b>	Full-Time
<b>Position #</b>	#00003466 Double Fill
<b>Vacancy</b>	4/1/2019
<b>Job Duties</b>	<p><b><u>JOB SUMMARY:</u></b>  Manages mainframe applications for new development and upgrades to existing applications for Salt Lake County User community and the Information Technology (IT) organization. D</p> <p>esigns, programs, and tests applications running on the mainframe platform</p> <p><b><u>MINIMUM QUALIFICATIONS:</u></b>  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 Computer Science or other closely related field, plus six (6+) years of related experience, of which one (1) year must have been supervisory or administrative.</p> <p><b><u>ESSENTIAL FUNCTIONS:</u></b>  Manages mainframe application programming including new development ranging from design, programming, testing into production; and new features, enhancements, maintenance, and upgrades on existing applications.</p> <p>Ensures that software development life cycle (SDLC) is executed according to IT standards.</p> <p>Monitors installation and integration of third party vendor software.</p> <p>Allocates staff resources to meet application project plans from gathering requirements into production and user acceptance.</p> <p>Keeps current with all mainframe and middleware technologies with potential benefits of use with the IT mainframe organization.</p> <p>Collaborates with other IT teams (Architect and PMO) to ensure application designs and project methodologies meet IT standards.</p> <p>Facilitates the collaboration with Information Security to ensure adherence to security standard and procedures are met.</p> <p>Conducts after-action-reviews and addresses and resolves findings.</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 report to supervisor on any discrepancy or necessary changes.</p> <p>Supervises staff, which includes hiring, orienting, training, assigning and reviewing work performance, annual work performance appraisals, and discipline.</p> <p>Resolves problems and works with other teams to ensure 24x7 missions-critical applications availability, reliability and performance</p>
<b>Start</b>	3/6/2017
<b>End</b>	3/20/2017
<b>Manager</b>	Dudley, Andrew

<b>Dept.</b>	Elected Offices
<b>Division</b>	1022000200-Mayor Financial
<b>Title</b>	Accounting Applications Analyst
<b>Grade(s)</b>	16
<b>Type</b>	Full-Time
<b>Position #</b>	#00000100
<b>Vacancy</b>	3/31/2017
<b>Job Duties</b>	<p><b><u>JOB SUMMARY</u></b> Administers core business functionality of the County's asset management and accounts receivable systems. Provides and performs financial system support, accounting systems analysis tasks, and technical support for the performance of complex accounting tasks.</p> <p><b><u>MINIMUM QUALIFICATIONS</u></b> Bachelor's degree from an accredited college or university in Accounting, Computer Science, Information Technology, Information Systems or other closely related field plus, five (5) years data management, report writing, computer programming, or systems analysis experience in an accounting area or area closely related to these duties; or an equivalent combination of related education and experience.</p> <p><b><u>ESSENTIAL FUNCTIONS</u></b> Provides financial system support while maintaining security and user access to assigned systems.</p> <p>Serves as the Accounts Receivable Application Manager- subject matter expert-Troubleshooting, process improvement, technical mentoring, data integrity, mentoring, documentation and configuration</p> <p>Serves as the PeopleSoft Asset Management Application Manager- Troubleshooting, process improvement, technical mentoring, data integrity, mentoring, documentation and configuration. Analyzes requirements and prepares specifications for complex accounting reports.</p> <p>Designs and writes Accounting reports using nVision, SQR, or BI Publisher</p> <p>Writes complex PeopleSoft queries using query manager- development, data validation tool development.</p> <p>Unit tests reports for final user acceptance</p> <p>Troubleshoots PS reporting problems and provides solutions</p> <p>Liaises with County fiscal personnel to ensure proper training and deployment of Accounts Receivable functionality in PeopleSoft and integration with Asset Management</p> <p>Collaborates with I.S. personnel on data management and optimization issues.</p> <p>Trains County fiscal staff on Query Manager, Reporting, and other financial reporting tools</p> <p>Provides support and information to county fiscal personnel on the available financial tools, reports, and intranet sites.</p> <p>Provides advanced problem solutions and recommendations for improvements to accounting systems and procedures.</p> <p>Responsible for the submission of the State Transparency documentation for Revenue, Expenditures and ending balances to meet state compliance requirements</p> <p>Assists in the annual audit and the preparation of the annual report.</p> <p>Assists accounting section with special projects and assignments.</p>
<b>Start</b>	3/6/2017
<b>End</b>	3/6/2017
<b>Manager</b>	Sarver, LeAnne

<b>Dept.</b>	Elected Offices
<b>Division</b>	7300000000-Assessor
<b>Title</b>	Commercial Ad Valorem Tax Appraiser
<b>Grade(s)</b>	15/16
<b>Type</b>	Full-Time
<b>Position #</b>	#00000602
<b>Vacancy</b>	4/1/2017
<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. May appraise non-commercial properties including State-assessed properties and low-income housing properties. 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. Collects rent, lease and property income data. 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. Represents the Salt Lake County Assessor to taxpayers with regard to valuation and property tax questions. Defends value and taxable status at the State Tax Commission and Court appeals. Collects and analyzes commercial sales and rental data on all types of commercial property and land for use in valuation development. Creates and uses complex computer programs; develops queries to locate problems and inconsistencies. Develops commercial land tables with values for all classes of commercial properties; collects and verifies vacant land sales data within geographic boundaries or neighborhoods. Researches and responds to the Manager, Division Administrator, Assessor, and the public on difficult or controversial situations.</p>
<b>Start</b>	3/7/2017
<b>End</b>	3/14/2017
<b>Manager</b>	Pullan, Tamara

<b>Dept.</b>	Human Services
<b>Division</b>	2300000000-Aging And Adult Services
<b>Title</b>	Centers Program Manager - Current SLCO Merit Employees Only
<b>Grade(s)</b>	16
<b>Type</b>	Full-Time
<b>Position #</b>	#00002376
<b>Vacancy</b>	2/16/2017
<b>Job Duties</b>	<p><b><u>JOB SUMMARY</u></b>  Manages and directs the Active Aging Program. Develops and coordinates programs for Senior Centers.</p> <p><b><u>MINIMUM QUALIFICATIONS</u></b>  Bachelor's degree from an accredited college or university in Business Management, Gerontology or other closely related field, plus four (4) 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>OR</p> <p>Master's degree from an accredited college or university in Business Management, Gerontology or other closely related field, plus two (2) 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>Due to the nature of this position, the successful applicant must pass a required background investigation.</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>Supervises staff, which includes hiring, orienting, training, assigning and reviewing work performance, annual work performance appraisals, and discipline.</p> <p>Monitors appropriate program design and expenditures to ensure operations stay within budget.</p> <p>Develops and manages congregate nutrition and health promotion programming.</p> <p>Administers, monitors, assesses, and provides ongoing development of the aging program.</p> <p>Develops, maintains, and monitors community partnerships that may entail a current or future service for the program.</p> <p>Provides supervision of program operation.</p> <p>Supervises the implementation of national standards and accreditation for program facilities.</p> <p>Implements and monitors grants and requirements. Ensures grant outcome measures are met.</p> <p>Develops and maintains public relations materials</p> <p>Ensures recruitment, training, and placement of volunteers.</p>
<b>Start</b>	3/3/2017
<b>End</b>	3/13/2017
<b>Manager</b>	Hart, Jeremy

<b>Dept.</b>	Human Services
<b>Division</b>	2300000000-Aging And Adult Services
<b>Title</b>	Senior Center Mgr
<b>Grade(s)</b>	15
<b>Type</b>	Full-Time
<b>Position #</b>	#00002463
<b>Vacancy</b>	3/1/2017
<b>Job Duties</b>	<p><b><u>JOB SUMMARY</u></b>  Manages and directs the Active Aging Program. Develops and coordinates programs for Senior Centers.</p> <p><b><u>MINIMUM QUALIFICATIONS</u></b>  Bachelor's degree from an accredited college or university in Business Management, Gerontology or other closely related field, plus four (4) 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>OR</p> <p>Master's degree from an accredited college or university in Business Management, Gerontology or other closely related field, plus two (2) 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>Due to the nature of this position, the successful applicant must pass a required background investigation.</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>Supervises staff, which includes hiring, orienting, training, assigning and reviewing work performance, annual work performance appraisals, and discipline.</p> <p>Monitors appropriate program design and expenditures to ensure operations stay within budget.</p> <p>Develops and manages congregate nutrition and health promotion programming.</p> <p>Administers, monitors, assesses, and provides ongoing development of the aging program.</p> <p>Develops, maintains, and monitors community partnerships that may entail a current or future service for the program.</p> <p>Provides supervision of program operation.</p> <p>Supervises the implementation of national standards and accreditation for program facilities.</p> <p>Implements and monitors grants and requirements. Ensures grant outcome measures are met.</p> <p>Develops and maintains public relations materials</p> <p>Ensures recruitment, training, and placement of volunteers.</p>
<b>Start</b>	3/2/2017
<b>End</b>	3/2/2017
<b>Manager</b>	Mortensen, Jene

<b>Dept.</b>	Human Services
<b>Division</b>	2300000100-Aging And Adult Services
<b>Title</b>	Communications Manager
<b>Grade(s)</b>	15
<b>Type</b>	Full-Time
<b>Position #</b>	#00002444
<b>Vacancy</b>	3/2/2017
<b>Job Duties</b>	<p><b><u>JOB SUMMARY</u></b>  Manages the dissemination of Aging and Adult Services information to the public and serves as division liaison with the media. Manages division publications, materials, and website information. Manages the crisis communication component of the division Emergency Response Preparedness activities.</p> <p><b><u>MINIMUM QUALIFICATIONS</u></b>  Bachelor's degree from an accredited college or university in Mass Communication, English, Journalism or Public Relations; plus four (4) years' experience as a journalist, public relations specialist; OR an equivalent combination of related education and experience.</p> <p>Master's degree from an accredited college or university in Mass Communication, English, Journalism or Public Relations; plus two (2) years' experience as a journalist, public relations specialist; OR an equivalent combination of related education and experience.</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>Develops, coordinates, and implements public and media relations efforts to promote the division programs. Increases community awareness of services and programs, and disseminates information to the public.</p> <p>Writes and distributes or approves for distribution, all division media statements, news releases, news advisories, media kits, and public service announcements.</p> <p>Develops and implements a strategic communications plan for the division and oversees implementation of division strategic plan.</p> <p>Responds to public and media inquiries for information and serves as the divisions contact for media representatives.</p> <p>Monitors local news coverage of division activities and related issues to ensure accuracy. Monitors broadcast, electronic, social media, and print stories, and provides media reports.</p> <p>Organizes planned and impromptu press conferences. Prepares media materials, greets the media, and provides materials necessary to produce an accurate reporting. Facilitates post-conference interviews and video/photographic opportunities.</p> <p>Writes, edits, designs, and produces or oversees the production of promotional or educational materials to include social media and website information. Provides editorial assistance to programs to ensure the information is accurate, complete, and designed appropriately.</p> <p>Manages the division's website content to ensure accurate and timely information. Coordinates with program staff members to determine page content, graphics, photos and information.</p> <p>Develops and maintain an emergency communications plan and coordinates the plan with the division Emergency Management representative.</p> <p>Provides in-house training for media relations methods. Educates staff members about media and public relations policy. Advises staff on compliance guidelines for federal regulations regarding client confidentiality as they pertain to media</p>
<b>Start</b>	3/2/2017
<b>End</b>	3/13/2017
<b>Manager</b>	Dresel, Anna

<b>Dept.</b>	Human Services
<b>Division</b>	2300000700-Aging And Adult Services
<b>Title</b>	Custodial Maintenance Worker
<b>Grade(s)</b>	9
<b>Type</b>	Full-Time
<b>Position #</b>	#00002380
<b>Vacancy</b>	4/30/2017
<b>Job Duties</b>	<p><b><u>JOB SUMMARY</u></b> Performs semi-skilled maintenance, custodial, and repair work.</p> <p><b><u>MINIMUM QUALIFICATIONS</u></b> One (1) year of experience in fields related to custodial, grounds, or construction maintenance.  Must complete IICRC Carpet Cleaning Technician certification course and pass within one year of hire date.  A valid Driver's License to operate a vehicle is required.  Must pass a criminal background check.  Must complete Defensive Driving Training within first week of hire.  Must complete fork lift training within the first six (6) months of hire.</p> <p><b><u>ESSENTIAL FUNCTIONS</u></b> Cleans carpets using scrubbing, extracting, spotting, and replacement techniques.  Performs in-depth refinishing of various flooring surfaces.  Maintains HVAC units.  Disassembles, transports, and reassembles different types of office furniture and equipment.  Performs general maintenance on custodial equipment.  Operates cleaning vehicles and equipment required to ensure clean grounds and buildings.  Performs outside ground maintenance as necessary.  Assists trade personnel in performing diverse construction and maintenance tasks.  Performs daily inspections of facilities. Ensures clearance of fire escape routes and trip hazards.  Verifies all cleaning procedures and materials are appropriate and comply with OSHA regulations.  Tracks and maintains chemical and equipment inventory.  Performs emergency assignments or other related clean up requests necessary to provide continuous safety and sanitation.</p>
<b>Start</b>	3/8/2017
<b>End</b>	3/16/2017
<b>Manager</b>	Cates, Susan



<b>Dept.</b>	Human Services
<b>Division</b>	2500000711-Riverton Library
<b>Title</b>	Library Shelver - FROM REQ 16-4799
<b>Grade(s)</b>	7
<b>Type</b>	Part-Time (with benefits)
<b>Position #</b>	#00003081
<b>Vacancy</b>	3/1/2017
<b>Job Duties</b>	<p><b><u>JOB SUMMARY</u></b> Empties book drops, sorts and shelves library materials, fills and processes holds, and checks in library materials.</p> <p><b><u>MINIMUM QUALIFICATIONS</u></b> Must be 16 years of age or older at time of hire.</p> <p>Due to the nature of this position, successful applicants 18 years or older are subject to a background check.</p> <p><b><u>ESSENTIAL FUNCTIONS</u></b> Empties book drops and soft carts.</p> <p>Sorts library materials on carts by call number.</p> <p>Shelves library materials in proper alphabetic or numeric order.</p> <p>"Shelf reads" to ensure materials are in proper order.</p> <p>Fills and processes hold requests.</p> <p>Searches for materials, as requested.</p> <p>Shifts collection, when needed.</p> <p>Checks in library materials.</p> <p>Performs assigned support tasks.</p> <p><b><u>WORKING CONDITIONS</u></b> Work is performed primarily in an indoor environment. Exposure to extreme temperatures, both hot and cold, when emptying outside book drops. Significant standing and walking. Requires ability to bend, kneel, stoop, reach up to six feet (with or without a step stool), lift up to 30 pounds, and push/pull a loaded shelving cart weighing up to 150 pounds.</p>
<b>Start</b>	3/3/2017
<b>End</b>	3/3/2017
<b>Manager</b>	Broussard, Linda

<b>Dept.</b>	Public Works
<b>Division</b>	4750000000-Solid Waste Management Facility
<b>Title</b>	Heavy Equipment Operator
<b>Grade(s)</b>	10
<b>Type</b>	Full-Time
<b>Position #</b>	#00007749
<b>Vacancy</b>	3/17/2017
<b>Job Duties</b>	<p><b><u>JOB SUMMARY</u></b> Performs semi-skilled and skilled work in the operation of heavy equipment and machinery used in construction, maintenance, and repair work.</p> <p><b><u>MINIMUM QUALIFICATIONS</u></b> Three (3) years of experience in a field closely related to these duties.</p> <p>Possession of a Class B Commercial Driver's License (CDL) issued by the State of Utah at the time of hire in order to operate a Salt Lake County vehicle. Attainment of a Class A CDL within thirty (30) days of hire date.</p> <p><b><u>ESSENTIAL FUNCTIONS</u></b> Operates bulldozers, large front end loaders, track backhoes, 10-wheel dump trucks, and snow removal equipment to perform assigned job duties.</p> <p>Checks, services, and performs routine maintenance on equipment; makes minor equipment repairs; field tests repaired equipment to insure operating efficiency.</p> <p>Follows safety requirements in accordance with OSHA regulations and acceptable industry standards.</p> <p>Trains less experienced staff in proper equipment operation and care.</p> <p>Performs all required manual labor involved in highway related construction, maintenance and repair projects.</p> <p>Performs tasks requiring the use of a variety of hand tools and equipment such as picks, shovels, rakes and chain saws; cleans maintains and stores assigned tools and equipment.</p>
<b>Start</b>	3/8/2017
<b>End</b>	3/22/2017
<b>Manager</b>	Ioannou, John