

Dept.	Administrative Services
Division	6050000000-Information Services
Title	Database Administration Manager
Grade(s)	19
Type	Full-Time
Position #	#00003468
Vacancy	3/31/2017
Job Duties	<p><u>JOB SUMMARY:</u> Oversees Salt Lake County's Information Technology (IT) databases. Manages the DBA staff to design, implement and maintain all functions of database systems while maintaining database policies and procedures, data integrity, data extraction, report customization and analysis.</p> <p><u>MINIMUM QUALIFICATIONS:</u> Ten (10) years of related experience or 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><u>ESSENTIAL FUNCTIONS:</u></p> <p>Maintains the overall integrity and quality of the databases, including regular data improvement and enforcement of database business processes and management of code values, business rules and other set-up functions of the databases.</p> <p>Maintains database results by setting and enforcing standards, policies and controls.</p> <p>Prepares for database expansion by studying plans and requirements; advising senior technical management; coordinating design and programming.</p> <p>Upgrades hardware and software by assessing transaction processing and database production options.</p> <p>Reviews, updates organization procedures to increase efficiency and enhance performance.</p> <p>Optimizes the use of the databases across the organization by staying current on upcoming enhancements to functionality and guiding staff in the appropriate use of the existing functionality.</p> <p>Leads cross-departmental communication to address issues relating to the impact of changes on various users, standardization of data entry and development of reports and data exports to meet the County's needs.</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>Supervises staff, which includes hiring, orienting, training, assigning and reviewing work performance, annual work performance appraisals, and discipline.</p> <p>Serves as primary staff member on technology projects that integrate with databases.</p> <p>Provides platform upgrades and improvements by supervising system programming.</p>
Start	3/21/2017
End	3/21/2017
Manager	Bailey, Michael

Dept.	Administrative Services
Division	605000000-Information Services
Title	Server Administration Manager - Open Until Filled
Grade(s)	19
Type	Full-Time
Position #	#00003458
Vacancy	4/1/2017
Job Duties	<p><u>JOB SUMMARY:</u> Manages the Enterprise Server and Storage (ESS) Engineering team which is responsible for the design, build, and operational support of the County's enterprise server and storage platforms. This includes the hardware and software standards, engineering and security within the server and storage platforms with a strong focus on system reliability and security. Works to meet service level expectations such as system availability, 24-hour services, guaranteed backup and recovery, and secure operations.</p> <p><u>MINIMUM QUALIFICATIONS:</u> Ten (10) years of related experience, 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) years must have been supervisory or administrative; OR an equivalent combination of related education and experience. Education may not be substituted for the required supervisory experience.</p> <p>Certifications MCSE, MCSA, CCNA or similar professional certification preferred.</p> <p><u>ESSENTIAL FUNCTIONS:</u> Maintains detailed knowledge, expertise, and documentation relating to the County's technology infrastructure.</p> <p>Manages a 24-hour operation using a highly trained staff of engineers and technicians to implement new hardware and software while providing nonstop support for ongoing systems.</p> <p>Makes decisions that are critical in the areas of performance analysis, problem solving, and infrastructure planning, with the potential to affect the successful execution of business transactions.</p> <p>Inspires customer confidence in both technical and service attitude of the division.</p> <p>Provides mentoring and coaching to ensure the highest level of customer satisfaction.</p> <p>Develops and maintains metrics to measure current and historical system performance as well as to forecast future needs.</p> <p>Develops and recommends policies on an IS and Countywide basis to meet objective of service availability and response time.</p> <p>Establishes, tests, and maintains a backup and recovery plan. Ensures that backup and restore procedures are followed.</p> <p>Monitors performance of all server and storage systems and makes recommendations for improvements.</p> <p>Effectively resolves production problems in a timely, cost-effective manner and determines how to prevent them in the future.</p> <p>Provides quality assurance testing for new technical capabilities prior to delivery to the customer.</p> <p>Establishes and maintains positive business relationships with managers throughout the enterprise.</p> <p>Ensures maintenance contracts and licensing are in compliance for server and storage systems.</p> <p>Maintains, tracks and ensures the accuracy of inventory and CMDB information related to server and storage systems.</p> <p>Assists in the budgeting process.</p> <p>Establishes and maintains strong relationships with vendors and suppliers.</p> <p>Evaluates the effectiveness of staff performance in support of business and/or technical requirements.</p> <p>Coordinates with project managers and other team leaders as required.</p>
Start	3/27/2017
End	4/10/2017
Manager	Bailey, Michael

Dept.	Administrative Services
Division	6050000100-Information Services
Title	Chief Information Officer (CIO)
Grade(s)	0
Type	Appointed
Position #	#00008756
Vacancy	3/3/2017
Job Duties	<p><u>JOB SUMMARY</u></p> <p>The Chief Information Officer must be a visionary and transformative IT leader responsible for establishing and implementing a technology vision and strategic plan for Salt Lake County in close coordination with elected officials, department directors and other county leaders that will redefine and modernize the county's technology service delivery and infrastructure. The CIO must identify gaps in necessary services and functionality for both external and internal customers to assure the county's IT organization is aligned for optimal customer service. Additionally, the CIO must demonstrate a high level of personal integrity with a personal and professional value system consistent with the culture of Salt Lake County. The position requires a proven "change agent" who can demonstrate their ability to overhaul legacy systems, procedures, hardware and software to align IT with the county's \$1 billion organizational needs. Responsibilities include organizing and implementing a strategic plan to ensure current and long term business needs are being met, including but not limited to, effectively leading and managing the current Information Services (IS) Division of approximately 100 employees within the Department of Administrative Services. Methods must account for the unique aspect of a government organization, specifically the responsibility to deliver quality services both internally and externally in the most efficient manner possible. Experience in building consensus and resolving enterprise-level governance issues in a large multi-divisional organizational structure is necessary. The Chief Information Officer must also lead and evolve the IT Governance structure at Salt Lake County with the aim of supporting and maintaining the IT vision and long-term strategic plan and to give voice to those served by the IT organization. Collaboration and clear, frequent communication with elected officials, department heads, other leaders of the county along with the IT staff is essential and part of day to day activities. Additionally, this position is responsible for developing and fostering relationship with key community partners.</p> <p><u>REQUIRED QUALIFICATIONS</u></p> <p>Bachelor of Science Degree required in the field of Computer Science, Business Administration or a related field. Post-graduate degree preferred. 10 years of progressively increasing IT Management experience, including at least 2 years as a Chief Information Officer or equivalent IT leadership position in a setting of comparable or greater scale as the county. Proven track record of leading organizational transformation, setting and implementing a strategic vision and managing outsourced responsibilities, resources and vendor relationships is required. Experience in a governmental setting is desirable. Demonstrated leadership skills necessary to foster a culture of excellence and provide the training and tools to support a talented, highly motivated workforce capable of facing changes in the work environment and demands for services.</p> <p><u>ESSENTIAL FUNCTIONS:</u></p> <ul style="list-style-type: none"> Develop and maintain an IT vision, mission and strategic plan for the county in coordination with elected officials, department heads and other county leaders. The development process must include an in-depth examination of the county's broad business needs, taking into account the needs and expectations of Salt Lake County constituents who are accessing their local government via electronic means at an accelerated pace. The strategic plan should account for both current and future technology needs, recommend a county IT governance structure, define clear and frequent channels of communication, and ultimately align county IT to deliver first-rate customer service. Demonstrate a high level of personal and professional integrity consistent with Salt Lake County values and culture. Collaborate across county offices, departments and agencies to design, implement and reengineer processes and information systems to improve business efficiencies. Lead the Information Services Division by establishing objectives, evaluating performance of staff and providing professional development opportunities while keeping necessary skill-sets current for county needs. Translate change initiatives into practical strategies and explain these to staff and their role in implementing them. Clarify purpose and benefits of continuous improvement for staff and provide coaching, leadership and motivation in times of change. Lead and mature the IT Governance structure that is comprised of Elected Official and department stakeholders, in the strategic development and prioritization of IT projects, policies, procedures and additional governance responsibilities that impact IT customers. Determine the most appropriate design, implementation and maintenance of all network infrastructure, network security, Internet connectivity, and Intranet operations and maintain accordingly. Assess county's IT security infrastructure and process, including testing the IT Disaster Recovery Plan as part of the county's overall Business Continuity Plan. Oversee compliance with all regulations in regards to IT systems Collaborate across county offices, departments and agencies to design and implement re-engineered processes and information systems to improve business efficiencies. Recognize the ever-increasing importance, demand and opportunities for internal and external communication and help develop technology solutions to meet these needs through traditional and more innovative methods. Build an environment that fosters the healthy communication needed to maximize the partnerships between IT and customer agencies. Effectively engage non-technical business partners in the conversations necessary to discover maximum value solutions. Develop and report on IT benchmarks and performance measures; create transparency and an atmosphere of continuous improvement in delivering IT services. Coordinate necessary county-wide technology-related training. Establish and maintain healthy vendor relationships that best serve the needs of the county.
Start	3/24/2017
End	4/14/2017
Manager	Hillyard, Megan

Dept.	Elected Offices
Division	8500000000-Justice Courts
Title	Judicial Assistant - Justice Courts
Grade(s)	11
Type	Full-Time
Position #	#00001575
Vacancy	11/18/2016
Job Duties	<p><u>JOB SUMMARY</u> Performs a variety of routine to complex clerical and administrative duties to maintain orders, records, reports, accounts, or files related to the Justice Courts.</p> <p><u>MINIMUM QUALIFICATIONS</u> Three (3) years of clerical support experience; OR an equivalent combination of related education and experience.</p> <p>Due to the nature of this position, employees are subject to a criminal background investigation.</p> <p><u>ESSENTIAL FUNCTIONS</u> Performs functions of a cashier by accepting, posting, processing and verifying payments, credits and other financial transactions.</p> <p>Maintains comprehensive index files, forms, reports and/or records.</p> <p>Operates computer terminal to input and receive information related to statistics, records, reports, accounts and services.</p> <p>Greets the public over the counter and on phones; responds to questions related to judicial services and functions (cases, bail, warrants, payments and appointments).</p> <p>Maintains official court dockets and associated papers; posts official entries reflecting pertinent facts, financial records and judgments related to disposition of each court case; maintains a suspense file on all pending court cases including financial matters related thereto.</p> <p>Schedules arraignments, pre-trial and other pre and post judgment hearings, as well as jury and non-jury trials; prepares and maintains the court calendars of these events keeping the Judge advised on all court schedules and delinquent cases.</p> <p>Tracks community service ordered by the judge.</p> <p>Opens, reviews, and distributes mail for the court.</p> <p>Maintains liaison and communications with agencies associated with criminal justice system such as law enforcement agencies, bail bondsmen, prosecutors, public defenders, probation providers, justice courts and various County government offices.</p> <p>Prepares, assembles and checks materials for each court session; establishes and routes case files; prepares and routes notices according to required procedures.</p> <p>Arranges prisoner transportation to and from court.</p> <p>Performs follow-up work subsequent to court sessions; issues judicial orders; posts information generated during court sessions to case files; prepares and routes certified copies.</p> <p>Issues stay dates, recalls bench warrants and commitment orders; processes expungements; issues and enters information, pleadings, motions, summons, subpoenas, minute findings, judgments and orders made by the courts.</p> <p>Monitors all files put on Court; probation, plea in abeyances and payments for compliance and non-compliance; closes cases per standing orders and judicial orders.</p> <p>Assists the public with civil small claims; questions, filings and payments.</p> <p>Performs criminal background checks and driver's license checks as appropriate.</p>
Start	3/28/2017
End	4/10/2017
Manager	Graves-Robertson, Shauna

Dept.	Elected Offices
Division	913000000-SHERIFF
Title	Office Coordinator ** SLCO Sheriff's Office Merit Employees Only **
Grade(s)	12
Type	Full-Time
Position #	#00001393
Vacancy	1/3/2017
Job Duties	<p><u>JOB SUMMARY</u> Provides administrative assistance and support to Division.</p> <p><u>MINIMUM QUALIFICATIONS</u> Three (3) years of office administrative support experience; OR an equivalent combination of related education and experience.</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>It is mandatory that all new hires receive the Tdap (Tetanus, Diphtheria, and Acellular 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> Provides administrative support for Division leadership, committees, councils, boards, and assigned work groups. Takes minutes during meetings, transcribes documents, and maintains records of actions.</p> <p>Composes a variety of correspondence, documents, and reports; formats, proofreads, and edits.</p> <p>Provides customer service by answering phones, greeting visitors, relaying messages, and distributing forms, documentation, and information.</p> <p>Maintains calendars and schedules.</p> <p>Acts as an administrative liaison to other County agencies and external stakeholders.</p> <p>Prepares and maintains administrative documents including regulations, enforcement files, adjudicative appeals and legal requests for the division.</p> <p>Serves as Records Coordinator complying with GRAMA and all related policies and procedures.</p> <p>Develops, maintains, organizes, stores, and monitors reports, correspondence, files, forms, and documents.</p> <p>Processes travel to include completing the initial travel request forms and, where appropriate, making hotel reservations, airline reservations, and car rental reservations.</p> <p>Coordinates all aspects of assigned events and meetings.</p> <p>Collects, researches, analyzes, and organizes materials and information for projects and reports.</p> <p>Acts as back up support to office clerical staff.</p>
Start	3/24/2017
End	3/30/2017
Manager	Lucey, Carita

Dept.	Elected Offices
Division	9130000400-Sheriff
Title	Fiscal Coordinator
Grade(s)	13
Type	Full-Time
Position #	# 00001273
Vacancy	2/14/2017
Job Duties	<p><u>JOB SUMMARY</u></p> <p>Performs a variety of fiscal functions that may include purchasing, accounts payable and receivable, payroll, and other fiscal areas.</p> <p><u>MINIMUM QUALIFICATIONS</u></p> <p>Three (3) years of related experience in purchasing, accounts payable and receivable, payroll and other related fiscal duties or an equivalent combination of education and experience.</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>Performs a variety of purchasing functions that involve processing payments, overseeing requisitions number activities, inputting purchase information, placing orders, and working with vendors.</p> <p>Reconciles various fiscal records.</p> <p>Coordinates purchasing details with vendor and monitors contracts and payments for compliance.</p> <p>Assists with various fiscal functions, audits and compliance.</p> <p>Reviews and submits paperwork for the bid processes and tracks purchases until completed and paid.</p> <p>Records and tracks daily revenues and waivers. Investigates shortages/overages.</p> <p>Assists with preparing and processing payroll, answers payroll questions.</p> <p>Assists Administrative Fiscal Manager with budget preparation.</p> <p>Maintains fiscal and payroll records and performs back-up accounting functions.</p> <p>Performs division wide purchase card reconciliations and postings. Completes necessary Journal Voucher adjustments. Reviews for compliance with policy and procedures.</p> <p>Monitors contracts for renewals by maintaining internal database of contract information.</p>
Start	3/24/2017
End	4/8/2017
Manager	Lucey, Carita

Dept.	Human Services
Division	2100000000-Youth Services Division
Title	Youth Services Case Manager
Grade(s)	14
Type	Part-Time (with benefits)
Position #	#00001675
Vacancy	3/17/2017
Job Duties	<p><u>JOB SUMMARY</u></p> <p>Assesses and obtains necessary information relating to precipitating events to determine appropriate services and to reduce client and family conflict. Completes documentation including referring agency information, physical and mental health history, and scheduling of appointments.</p> <p><u>MINIMUM QUALIFICATIONS</u></p> <p>Current licensure in the State of Utah as a Social Service Worker (SSW). Bachelor's degree from an accredited college or university in Social Work, Psychology, Sociology, Marriage and Family Therapy or other closely related field; plus two (2) years of full-time experience working with youth in a counseling and /or group home setting or a combination of related education and experience.</p> <p>Due to the nature of this position, must pass an initial and yearly criminal background screening by the Bureau of Criminal Investigation.</p> <p><u>ESSENTIAL FUNCTIONS</u></p> <p>Activates client's supervision by preparing required documents, detailing the specific conditions ordered by the court, and reviewing consequences for non-compliance.</p> <p>Refers clients for court-ordered services. Utilizes acceptable case management practices regarding maintenance of the file and updating computerized case management system with all required information.</p> <p>Provides appropriate level of supervision, identifies criminogenic needs, and creates a plan to reduce failure to appear and/or risk to reoffend.</p> <p>Addresses criminogenic needs, reviews progress, provides immediate short-term crisis assistance, and identifies further intervention as needed.</p> <p>Assesses readiness to change, identifies barriers, provides support, and collaborates to facilitate positive change</p> <p>Interacts with criminal justice agencies, treatment agencies, and other agencies providing services to clients in order to promote the client's best interest.</p> <p>Demonstrate an understanding of evidence-based practices.</p>
Start	3/22/2017
End	4/5/2017
Manager	Briggs, Shauna

Dept.	Human Services
Division	2150000000-Health Dept.
Title	Public Health Nurse
Grade(s)	16
Type	Full-Time
Position #	#00002129
Vacancy	3/28/2017
Job Duties	<p><u>JOB SUMMARY</u></p> <p>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><u>MINIMUM QUALIFICATIONS</u></p> <p><u>Grade 30</u> 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 & 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><u>ESSENTIAL FUNCTIONS</u></p> <p>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>
Start	3/27/2017
End	3/27/2017
Manager	Jensen, Keith

Dept.	Human Services
Division	2150001000-Health Dept.
Title	Office Coordinator
Grade(s)	12
Type	Full-Time
Position #	#00002033
Vacancy	3/24/2017
Job Duties	<p><u>JOB SUMMARY</u> Provides administrative assistance and support to Division.</p> <p><u>MINIMUM QUALIFICATIONS</u> Three (3) years of office administrative support experience; OR an equivalent combination of related education and experience.</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>It is mandatory that all new hires receive the Tdap (Tetanus, Diphtheria, and Acellular 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> Provides administrative support for Division leadership, committees, councils, boards, and assigned work groups. Takes minutes during meetings, transcribes documents, and maintains records of actions.</p> <p>Composes a variety of correspondence, documents, and reports; formats, proofreads, and edits.</p> <p>Provides customer service by answering phones, greeting visitors, relaying messages, and distributing forms, documentation, and information.</p> <p>Maintains calendars and schedules.</p> <p>Acts as an administrative liaison to other County agencies and external stakeholders.</p> <p>Prepares and maintains administrative documents including regulations, enforcement files, adjudicative appeals and legal requests for the division.</p> <p>Serves as Records Coordinator complying with GRAMA and all related policies and procedures.</p> <p>Develops, maintains, organizes, stores, and monitors reports, correspondence, files, forms, and documents.</p> <p>Processes travel to include completing the initial travel request forms and, where appropriate, making hotel reservations, airline reservations, and car rental reservations.</p> <p>Coordinates all aspects of assigned events and meetings.</p> <p>Collects, researches, analyzes, and organizes materials and information for projects and reports.</p> <p>Acts as back up support to office clerical staff.</p>
Start	3/27/2017
End	3/27/2017
Manager	Adams, Dorothy

Dept.	Human Services
Division	2150003031-Health Dept.
Title	Office Specialist
Grade(s)	10
Type	Full-Time
Position #	#00002082
Vacancy	3/29/2017
Job Duties	<p><u>JOB SUMMARY</u> Provides customer service and office/program support. Serves as the initial contact for customers, both in-person and over-the-phone, for Division related information.</p> <p><u>MINIMUM QUALIFICATIONS</u> One (1) year of experience directly related to these duties.</p> <p>Due to the nature of this position, the successful applicant must pass a required background investigation.</p> <p><u>ESSENTIAL FUNCTIONS</u> Answers phone calls and greets visitors; relays calls and messages to appropriate person.</p> <p>Performs customer service functions; provides assistance regarding department/division services and information. Maintains office coverage during all business hours.</p> <p>Assists with scheduling meetings and functions including meeting preparation, correspondence, material distribution, client registration and client appointment reminders. Records meeting minutes.</p> <p>Processes and issues monetary vouchers, certificates, and/or permits according to policy and procedures. Records transactions and issues receipts; forwards revenues and reconciles transactions according to policy and procedures.</p> <p>Provides general office support to the Division.</p> <p>Establishes and maintains accurate agency filing systems including purging and destroying/archiving confidential or obsolete documents according to policies and procedures.</p> <p>Receives incoming deliveries and documents, providing an accurate date stamp prior to distribution to the appropriate division or person.</p> <p>Provides detailed information to the public regarding Division procedures.</p> <p>Accepts Division specific documents, assists customers in data gathering, and reviews late appeal criteria with customers.</p> <p>Analyzes and maintains program reports, logs and lists. Types and proofreads documents and make appropriate corrections.</p> <p>Supports office functions effectively utilizing computers and software.</p>
Start	3/27/2017
End	3/27/2017
Manager	Sosa, April

Dept.	Human Services
Division	2500000700-Library Services
Title	Librarian- Public Services - INTERNAL TRANSFER
Grade(s)	14
Type	Part-Time (with benefits)
Position #	#00007952
Vacancy	4/17/2017
Job Duties	<p><u>JOB SUMMARY</u></p> <p>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><u>MINIMUM QUALIFICATIONS</u></p> <p>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>Due to the nature of this position, the successful applicant must pass a required background investigation.</p> <p><u>ESSENTIAL FUNCTIONS</u></p> <p>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>
Start	3/28/2017
End	3/28/2017
Manager	Broussard, Linda

Dept.	Human Services
Division	Library Administration-2500000100-Library Services
Title	Senior Librarian - TRANSCRIPTS REQUIRED
Grade(s)	15
Type	Full-Time
Position #	#00003221
Vacancy	3/28/2017
Job Duties	<p><u>JOB SUMMARY</u> Develops and coordinates library system outreach, programming, partnerships and training.</p> <p><u>MINIMUM QUALIFICATIONS</u> Master's degree in Library Science or other ALA-accredited Master's degree (Master in Information Resources & Library Science, Master of Library & Information Science, etc.) plus two (2) years of professional librarian work experience in a public service area of a public library.</p> <p><u>ESSENTIAL FUNCTIONS</u></p> <ul style="list-style-type: none"> · Develops and coordinates library system outreach, programming, and partnerships. · Serves as a mentor and a trainer for system librarians and a resource for staff in area of specialization. · Works on library and community projects, committees, taskforces, with system-wide impact in area of specialization. · Plans, coordinates and/or provides library programs and staff training. · Initiates and coordinates outreach activities to promote use of library materials and services. · Coordinates displays with marketing and branches. · Participates in training workshops and other professional development activities.
Start	3/28/2017
End	4/12/2017
Manager	Broussard, Linda

Dept.	Public Works
Division	4400000000-Public Works Operations
Title	District Worker
Grade(s)	9
Type	Full-Time
Position #	#00007524
Vacancy	3/20/2017
Job Duties	<p><u>JOB SUMMARY</u> Performs a variety of entry-level road maintenance, landscaping, or flood control work depending on the specific crew and/or division.</p> <p><u>MINIMUM QUALIFICATIONS</u> 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><u>ESSENTIAL FUNCTIONS</u> <u>Road Maintenance Crew</u> 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><u>Landscaping Crew</u> 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><u>Flood Control Crew</u> 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><u>Duties Performed by All District Workers</u> 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>
Start	3/23/2017
End	4/7/2017
Manager	Ballif, Jodi

Dept.	Public Works
Division	4400000000-Public Works Operations
Title	Heavy Equipment Operator
Grade(s)	10
Type	Full-Time
Position #	#00007560
Vacancy	4/1/2017
Job Duties	<p><u>JOB SUMMARY</u> Performs semi-skilled and skilled work in the operation of heavy equipment and machinery used in construction, maintenance, and repair work.</p> <p><u>MINIMUM QUALIFICATIONS</u> 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.</p> <p>Attainment of a Class A CDL within thirty (30) days of hire date.</p> <p><u>ESSENTIAL FUNCTIONS</u> 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>
Start	3/23/2017
End	4/7/2017
Manager	Ballif, Jodi