

South Jordan City

Job Description

Title: Executive Assistant
Org: 100410 / 100420
Pay Grade: GH14

Effective Date: 2/27/2025
FLSA: Non-Exempt
Workers Comp: Clerical

GENERAL PURPOSE

Perform a variety of complex customer service duties as needed to expedite the receiving and processing of development applications, permitting, requests for inspections, and other various support duties for the Engineering Services and Planning Departments.

SUPERVISOR

Operations Manager

POSITION(S) SUPERVISED

None

ESSENTIAL JOB FUNCTIONS

Meet performance standards established with the employee's supervisor.

Job attendance is required, except for authorized leave. Occasional, 20% or less, of the essential job duties may be performed regularly from a remote location upon authorization.

Coordinate coverage by handling day-to-day administrative activities with staff by collaborating directly with the Operations Manager on areas of concern, improvement, and professional growth within the Engineering Services and Planning Departments.

Train and mentor administrative assistants in performing their job duties.

Maintain calendar; organize and coordinate meetings and appointments; inform supervisor of activity schedule that includes events, activities, committee meetings, public hearings, etc.; As necessary, confirm meeting and appointment commitments by following up on appointment calendars.

Maintain credit cards and process payments as needed.

Assist in administering all travel arrangements for department staff as needed.

Assist in maintaining, coordinating, and overseeing the department's phone and data plan.

Assist with the records management requirements of the department and city.

Reconcile cashing reports daily in department database system.

Maintain the accuracy of SAA fees for developers, including applying fees in the database and sending payoff receipts.

Facilitate Rocky Mountain Power connections and issues for the department.

Assist with monitoring and tracking developer-submitted bonds.

Assist with the departmental uniform allowance, including processing reimbursements for employees. Organize and facilitate special events within the department and city as needed.

Provide administrative and clerical support in managing the information and documentation process for residential and commercial development; receive and log plan/specifications and route for review by building,

engineering, and planning staff; and coordinate with the developer when changes are completed and resubmitted.

Receive requests for building inspections and schedule them using CityView Software; keep various departmental records and files.

Prepare various documents based upon city council approval, such as notice of awards, agreements, and contracts; prepare purchase orders; assure proper signing and authorizations; process agreements through the administrative services department.

Assist with the record management requirements of the department and city.

Assist the Operations Manager and Administrative Assistants when necessary in performing their duties and tasks.

Perform other duties as assigned.

MINIMUM QUALIFICATIONS

1. Education and Experience:

A. Graduation from High School or G.E.D minimum,
AND

B. Four (4) years of responsible experience related to above duties; Education may be substituted for required experience (one for one, up to two years maximum)

2. Special Qualifications:

Local government experience preferred

Licensed in the State of Utah as a Notary Public preferred.

Valid Utah Class D Driver License

Engineering, Building, and Planning Department/Divisions Knowledge Test within one year

2. Knowledge, Skills, and Abilities:

Substantial knowledge of: modern office practices and procedures; grammar, spelling, and punctuation; modern filing systems related to alphabetical and numeric files; telephone etiquette; various office machines.

Substantial knowledge of administrative procedures and legal processes associated with the maintenance of public records and documents; current codes, standards, safety practices, and principles required to meet engineering standards; and the planning and zoning code.

Ability to operate a personal computer, Microsoft Office software (Word, Outlook, Excel), and Adobe software. Ability to learn new computer programs (CityView and other city software).

Ability to exercise initiative, independent judgment, and to act resourcefully under varying conditions; communicate effectively verbally and in writing; ability to establish and maintain effective working relationships with co-workers, elected officials, and other agencies of the public; problem solve and make informed decisions; perform general bookkeeping; establish and maintain comprehensive records and files.

Ability to work with the public and city staff in a busy and often stressful environment with a professional and positive approach; skill in the art of diplomacy and cooperative problem solving.

4. Working Conditions:

The incumbent of the position performs in a typical office setting with appropriate climate controls. Tasks require a variety of physical activities, not generally involving muscular strain, such as walking, standing, stooping, sitting, reaching, talking, hearing, and seeing. Rapid work speed is required when performing keyboard operations. Common eye, hand, finger, leg, and foot dexterity exist. Mental application utilizes memory for details, verbal instructions, emotional stability, critical thinking, and some guided problem solving.

The above statements are intended to describe the general nature and level of work being performed by the person(s) assigned to this job. They are not intended to and do not infer or create any employment, compensation, or contract rights for any person(s). This job description reflects management's assignment of essential functions; it does not prescribe or restrict the tasks that may be assigned. This updated job description supersedes all prior descriptions for the same position.

Human Resources Use Only

Job Class:	Eng. Exec.	EEO-4 Class:	Adm Support
Location:	Building, Engineering, Planning	EEOP Class:	Adm Support
Group/BU:	General Pay Plan	Tech-Net Match:	Combined - 2320