



Grand County

Job Description

Title:	Associate Commission Administrator	Job Code:	1011
Division:	Administration	Effective Date:	
Department:	County Commission	Last Revised:	12/2021

GENERAL PURPOSE

The Associate Commission Administrator serves as the chief support staff person to the Commission Administrator assisting to expedite the day-to-day functions of the administrative office. The Associate Commission Administrator also provides supervision to Department Heads and the Commission Coordinator as directed by the Commission Administrator. Performs complex administrative support duties in the County Commission Office, including planning, coordinating and researching as well as delegation of duties within the Commission Administrator's Office and among departments.

SUPERVISION RECEIVED

Works under the supervision of the Commission Administrator.

SUPERVISION EXERCISED

Provides supervision, as directed by the Commission Administrator, to the Commission Coordinator and interns, part-time, temporary or seasonal staff as needed.

ESSENTIAL FUNCTIONS

Assistant to the Commission Administrator:

- May be tasked with any duty contained within the Commission Administrator's job description at the direction of the Commission Administrator
- Will serve as Commission Administrator Pro-Tempore during vacations, other types of leave, or due to vacancy
- Provides supervision to Department Heads and the Commission Office Manager in coordination with and at the direction of the Commission Administrator

Management, Administration, & Communication:

- Oversees the day-to-day operations of non-elected departments as delegated
- Ensures the timely preparation, noticing, and upload of meeting agendas, summaries, supporting materials, and packets
- Oversees the preparation and presentation of calendar items and public notices
- Oversees organization of all supporting documents, resolutions, ordinances, agreements, correspondence, etc.
- Responds to requests for inclusion on meeting agendas
- Oversees the appointment process associated with Boards, Commissions, Committees and Districts
- Coordinates Open and Public Meetings Act and other trainings
- Oversees the update and maintenance of pertinent portions of the County and Utah Public Notice websites
- Assists with the proper functioning of County Boards, Commissions, and Committees
- Coordinates necessary duties regarding local and special service districts including noticing, training, and board appointments
- Drafts and maintains an administrative procedures manual
- Drafts and prepares letters, reports, statements, memorandums, public notices, press releases and other materials from copy, rough draft, and other sources
- Provides technical assistance to department heads and staff
- Assists with integration of new technologies to streamline various processing workflows and office procedures and functions
- Provides administrative support for special projects including but not limited to program and permit processing
- May serve on a variety of committees as per policy or Commission direction
- Assists with special projects including but not limited to complex grant writing and implementation, long-range planning, and project management
- Acts as liaison between departments, elected offices, and other entities

Finance and Business:

- Coordinates with and assists the Commission Administrator with project management, grants, RFPs/bids, agreements, and purchasing.
- Assists the Clerk/Auditor and Commission Administrator with finance and business matters as needed
- May serve on selection committees to review vendor bids or proposals

Performance Management:

- Serves on a committee advising on the hiring of non-elected department heads
- Coordinates corrective actions with the Commission Administrator, Human Resources Director, and County Attorney
- Develops performance plans in cooperation with direct reports and conducts periodic performance evaluations
- Coordinates and administers Professional Development training for department heads
- Administers training programs
- Facilitates Department Head coordination and leadership meetings
- Provides day-to-day leadership and works with staff to ensure a high performance, customer service-oriented work environment that supports achieving the County's objectives and service expectations
- Provides leadership and participates in programs and activities that promote a positive staff working environment

Performs related duties as required

MINIMUM QUALIFICATIONS

1. Education and Experience:

- A. Graduation from college with a Master's in office administration, business administration or a closely related field;
OR
- B. Six (6) years of senior-level management assistance or advanced experience performing the above or related duties;
OR
- C. An equivalent combination of education and experience.

2. Knowledge, Skills, and Abilities:

Considerable knowledge of principles and practices of County management/administration, including budgeting, finance, grantsmanship, parliamentary procedure, and program/services evaluation; Utah laws, regulations, and guidelines governing all aspects of county operations; Local, state and federal law, including Utah's Open and Public Meetings Act and Grand County's Form of Government; management concepts and methods related to team building, empowerment and participative leadership; human resource management and principles of supervision; training and staff utilization practices; legal and political issues affecting County operations and management; various revenue sources available to local governments including state and federal sources; principles of negotiation and problem solving. **Working knowledge of** computer technologies affecting the future of County operations and services. **Some knowledge of** fund accounting.

Considerable skill in the art of dispute resolution, diplomacy and cooperative problem solving; management, leadership and organizational behavior; establishing and maintaining effective working relationships with State, Federal, and other local officials, elected officials, subordinate staff, and County residents. **Skill in** research, report writing, and policy development; the operation of PC Computer, including Microsoft Word, Excel, Outlook and Internet.

Ability to understand and interpret complex laws, rules, regulations, policies, and guidelines; direct the work of others; plan, organize, and direct, through subordinate staff, the efficient, effective delivery of County programs, services and functions; coordinate effective interdepartmental cooperation among elected offices and departments; develop operating policies and procedures; analyzing and resolving problems arising regarding County programs, services, and function; remain neutral in political matters; establish and maintain effective working relationships with employees, other agencies and the public; communicate effectively, verbally and in writing; implement cooperative problem-solving processes; operate personal computer and various software applications for word processing and spread sheet information; access e-mail and effectively function in a computerized communications environment.

3. Special Qualifications:

Must pass post-employment offer physical, drug test and background examination. Must be willing to participate in random drug screening. Must complete a 12-month orientation/introductory period. Must possess a valid Utah driver's license.

4. Work Environment:

Incumbent of the position performs in a typical office setting with appropriate climate controls working for sustained periods of time maintaining concentrated attention to detail. Tasks require variety of physical activities, not generally involving muscular strain, such as walking, standing, stooping, sitting and reaching. Occasional minor lifting generally not to exceed 30 lbs. Continuous talking, hearing and seeing required in the normal course of performing the job. Common eye, hand, finger dexterity required to perform essential functions. Mental application utilizes memory for details, verbal instructions, emotional stability, discriminating thinking and creative problem solving. Periodic evening

meeting attendance required in normal course of job performance. Occasional travel outside of the Moab/Grand County area.

Disclaimer: The above statements describe the general nature, level, and type of work performed by the incumbent(s) assigned to this classification. They are not intended to be an exhaustive list of all responsibilities, demands, and skills required of personnel so classified. Job descriptions are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, delete, or modify any and/or all provisions of this description at any time as needed without notice. This job description supersedes earlier versions.

I _____ have reviewed the above job description. Date _____
(Employee)