



Grand County

Job Description

Title:	Commission Coordinator	Job Code:	1015
Division:	Administration	Effective Date:	1/2025
Department:	Commission Administrator's Office	Last Revised:	12/2024

GENERAL PURPOSE

Serves as chief support staff for the County Commission Administrator's Office and provides a wide range of **complex and confidential administrative support duties** to expedite the day-to-day functions of the office.

SUPERVISION RECEIVED

Works under the general supervision of the Commission Administrator and Associate Commission Administrator.

SUPERVISION EXERCISED

None.

ESSENTIAL FUNCTIONS

Works closely with and supports the Commission Administrator and Associate Commission Administrator in the performance of their duties. Provides communications and constituent services, including receiving and screening visitors and telephone calls, providing information and handling issues that require sensitivity and sound independent judgment; conducts research, responds to requests for information and resolves complaints from constituents; refers certain issues to appropriate staff for resolution; reviews, determines the priority of and routes assigned incoming correspondence; provides communications support (website design and maintenance, newsletters, etc.).

Oversees public relations on behalf of the Commission and Commission Administrator's office; promotes open communication with the general public; educates the public on Commission happenings and events; coordinates outreach using various social media platforms and community engagement forums; performs other public outreach duties for the county as assigned.

Prepares, posts, and distributes Commission agendas, prepares packets with essential backup data, supporting documents and agenda summaries; takes meeting notes and minutes as needed; responds to requests to agencies, groups, citizens, and staff for inclusion on the Commission agenda and ensures that all necessary materials are submitted for the Commission packet; provides staff training to board liaisons for state-mandated posting of agendas, as needed.

Oversees the preparation and typing of correspondence, public notices, reports, presentations, forms and other documents; ensures that documents are accurate and complete and conform to County policies and procedures; ensures materials, reports and documents for signature; responds independently to mail and email inquiries regarding a variety of County matters; serves as office notary.

Manages the maintenance of records and databases; researches and assembles information from a variety of sources for the preparation of records, correspondence and reports for the Commission; organizes all supporting documents, resolutions, ordinances, agreements, correspondence, etc. Assists with integration of new technologies to streamline various processing workflows and office procedures and functions.

Coordinates all Board and Commission appointments and re-appointments; oversees and coordinates the appointment process associated with Boards, Commissions, Committees and Districts. When required, assists other departments, as well as Chairs of Boards, Commissions and Committees, to accomplish County objectives.

Purchases materials and equipment, hires/rents equipment and checks delivery schedules for timeliness; maintains inventories and orders supplies and materials; receives deliveries and arrange off-loading of deliveries.

Coordinates logistics and schedules for various meetings, workshops and other events and programs; maintains and updates calendars; coordinates annual County events; coordinates Open and Public Meetings Act and other trainings; oversees the scheduling process for making arrangements for conferences, travel reservations, and meetings for the Commission and Commission Administrator's Office.

Performs a variety of complex managerial, technical, analytical and creative duties related to special events, tourism and promotion, and economic development programming and conducts research and analysis on a variety of complex special projects and proposals county wide.

Handles issues and troubleshoots emerging problems; maintains and updates special event log; helps maintain special events County web page(s); assists in oversight of the special events calendar; works with event organizers.

Ensures a high level of customer service across the department; Reviews annual policies and operational processes to maximize process efficiencies and internal and external customer service.

Provides administrative support for special projects including but not limited to program and permit processing. Performs other duties as assigned.

MINIMUM QUALIFICATIONS

1. Education and Experience:

A. Graduation from high school;

AND

B. Three (3) years' experience performing administrative support duties including training related to word processing, office procedures, telephone skills, and interpersonal communication duties;

OR

C. An equivalent combination of education and experience.

2. Knowledge, Skills, and Abilities:

Advanced knowledge of modern office practices and procedures (computer programs, including Google Drive, Microsoft Word, Excel, Power Point, Adobe Acrobat Professional, and Internet use; document composition).

Ability to handle stress effectively without it interfering with performance; demonstrate strong organizational skills and attention to detail; follow verbal and written instructions; manage multiple priorities, organize workload, organize files, meet strict deadlines and work with many interruptions; demonstrate initiative in problem solving and ability to prioritize workload without constant supervision; perform difficult para-professional work independently; recognize and keep confidential information; use tact and discretion in handling routine, complex, and confidential matters related to Grand County's business; communicate verbally and in writing; and maintain records, files, and reports.

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)