



## Salt Lake County Job Description

### Administrative Assistant

**DEPARTMENT:** Mayor's Office

**DIVISION:** County Council/1010

**JOB CODE:** 001     **GRADE:** 01

**FLSA STATUS:** Exempt

**SALARY PLAN:** GEN

**EFFECTIVE DATE:** 01/01/2013

**SAFETY SENSITIVE:** No

#### **JOB SUMMARY**

Performs duties as assigned by the County Council Member. Represents and performs duties for the Council Member in their absences, except for formal decision making functions. Routinely performs public relations activities and acts as a liaison between the Council Member's office and the community.

#### **MINIMUM QUALIFICATIONS**

Bachelor's degree from an accredited college or university in public relations, communications, business administration, political science or other closely related field; OR an equivalent combination of related education and experience.

#### **ESSENTIAL FUNCTIONS**

*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.*

*Applicants must be prepared to demonstrate the ability to perform the essential functions of the job with or without a reasonable accommodation.*

- Represents the Council Member at meetings, compiles evaluation reports, summarizes material presented to him/her and advises Council Member on action to be taken.
- Acts as the public relations officer and as the Council Member's primary spokesperson. Writes press releases, and coordinates press relations for the Member. Researches material Council Member may need for speeches, letters and special projects.
- Acts as a state, county, and municipal lobbyist for issues of interest for the Council Member.
- Assists in the review of the annual budget for Salt Lake County and coordinates with other Council Members regarding their budgetary requirements. Reviews and evaluates budget requests from all departments and elected officials.
- Attends meetings with the Council Member. Represents the Council Member on various assigned committees, and coordinates informational flow between those committees and the Council.
- Performs follow-up work on letters, telephone complaints and requests for information. Interviews and assists individuals seeking information or assistance. Visits and inspects various County facilities and programs; reports to the Council Member on their status.
- Coordinates and facilitates sharing of council information among various departments, divisions and elected officials. Communicates requests and instructions to all department and division heads on behalf of the Council Member.

- Meets with employee representatives to discuss employee issues and recommends personnel policies to the Council.
- Analyzes countywide policy issues and works with the Council Member to develop new policy/law. Drafts Council resolutions.
- Prepares Council of the Whole and Council agenda items, coordinates public notice requirements, and coordinates the preparation of materials for agenda packets.
- Maintains key files and confidential documents for the council member.
- Represents the Council Member on various assigned committees.
- Internal-major contacts involving difficult negotiations or decisions which require a high degree of judgment and diplomacy, regular personal contact with elected officials, Directors of Departments and other employees.
- External-External contacts with general public, national, state and local officials, public utilities and the business community.
- Oversees support staff.

**KNOWLEDGE, SKILLS AND ABILITIES (KSA)**

**Knowledge of:**

- Public affairs, taxation issues, political issues and other issues affecting the Council.
- State and local government systems.

**Skills and Abilities to:**

- Excellent writing skills and interpersonal/public relations skills.
- An understanding of communication and interpersonal/public relations skills
- Time management principles
- Structure and function of County programs
- Knowledge of state and local government systems.

**WORKING CONDITIONS AND PHYSICAL REQUIREMENTS**

Working conditions in a typical office environment.

**IMPORTANT INFORMATION REGARDING THIS POSITION**

This is an appointed, at-will position without tenure and exempt from the career service system. Is subject to call-out 24 hours a day.

Revised Date/Consultant's Initials: 01/16/2017/MB