

## UTAH ASSOCIATION OF LOCAL HEALTH DEPARTMENTS JOB DESCRIPTION

**Title:** UALHD Administrative Assistant

**Division:** Utah Association of Local Health Departments

**Grade:** 13 or 15 Depending on experience

**Wage:** \$15.26/hr. - \$17.05/hr.

**Description:** Full-Time Benefited

**Closing Date:** January 9, 2019

**Summary of Duties:** Under general supervision of the Executive Director, performs office duties, clerical work and manages information dissemination to local health departments for the Utah Association of Local Health Departments and Utah Association of Local Boards of Health as necessary.

Duties to include but not limited to:

- Perform meeting preparations and arrangements for Local Health Officers Local Health Officer Executive Board, and UALBH Meetings i.e. agendas, minutes, notifications, location, tele or video conference arrangements); attend meetings; take minutes; and follow-up on assignments as directed.
- Assist in the management of the Association's website.
- Perform the following day to day administrative tasks in the office: answer phones, coordinate email, sort mail, manage files, run office errands, submit financial vouchers, requisition supplies, submit time sheets and mileage reimbursement, perform basic computer maintenance, schedule meetings and appointments.
- In coordination with the Executive Director maintain legislative bill watch on an annual basis. Legislative bill watch is updated at least three times a week during the first three weeks of the legislative session and then almost daily the last three weeks of the session. Upload the legislative bill watch to the UALHD website and email notification to LHOs & Affiliate groups. Listen to legislative sessions when asked.
- Coordinate clerical duties for the Utah Association of Local Boards of Health (UALBH), including preparation for the annual Symposium.
- Manage and schedule GoToMeetings for Local Health Officers and affiliate groups when requested.
- Request annual reports from business managers that are submitted in January of every year, compile and provide single report for legislative session.
- Coordinate with Department of Environmental Quality contact to post agenda to the Public Notice Website for DEQ Governance meetings and any other meetings required.
- Keep a calendar of events for the Executive Director. Assist in scheduling meetings the Executive Director may be required to attend.
- Keep in contact with the Affiliate Group Presidents to maintain a current list of meeting dates and locations.
- Keep track of renewal dates for office equipment, websites, and other office items.

**Education and Experience:** Equivalent to a high school diploma and four (4) years of complex clerical or administrative support work experience including two (2) years directly related to the duties described. Equivalent combinations of education and experience may also be considered. A four degree in Health Education, Public Health Community Health or related field may be substituted for experience.

**Grade 15** would include the above requirements a four-year degree from an accredited school and 4 years of office manager experience.

**Working knowledge of:** Proper grammar, spelling, and punctuation; supervisory principles and practices. Public health rules and regulations; and department policies and procedures; Google Business Suite, calendaring, drive, and email; Doodle Polls

**Ability to:** Maintain cooperative working relationships with those contacted in the course of work activities; coordinate multiple tasks efficiently and handle stress associated with deadlines and frequent interruptions; create and maintain record keeping and filing systems; and communicate effectively both verbally and in writing.

**Special Qualifications:** Must possess or be able to obtain a valid Utah Driver License at the time of employment. Must be able to meet the physical requirements of the position including the ability to bend, stoop, and lift 50 pounds. Must be able to perform strenuous activities requiring flexibility, stamina, and overall general good health. Must be reachable by Department issued cell phone at all times. Must successfully pass a CBI and drug urinalysis screening. Have own transportation to attend meetings as required. Intermittent in state travel required. Work is sometimes performed during non-regular business hours.

**Regularly:** sits at a desk; walks, stands, or stoops; uses tools or equipment requiring a high degree of dexterity; and works for sustained periods of time maintaining concentrated attention to detail.

Applications available Mon. through Thurs. 8 am to 6 pm and Fri. 8 am to 1 pm at the Bear River Health Dept. 655 E. 1300 N. Logan, Utah, or on line at [www.brhd.org](http://www.brhd.org). Return completed application, & current resume to Sylvia Tello at the Bear River Health Dept. Email: [stello@brhd.org](mailto:stello@brhd.org) - Phone: 435-792-6498 – Fax: 435-792-6495