

UTAH ASSOCIATION OF LOCAL HEALTH DEPARTMENTS

JOB POSTING

Position: Office Specialist

Service Area: UALHD

Grade: 11/13 (\$14.64/hr to \$16.35/hr entry level)

Location: Hybrid Work – Office in Brigham

Description: Full Time Benefited

Closing Date: August 19, 2022

General Purpose:

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.

Minimum Qualifications: 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.

Selected applicants may be required to pass a typing test at or above 40 WPM net.

Minimum Qualifications: Necessary Knowledge, Skills & Abilities

Minimum Skills

- Oral and written communication skills
- Technology skills including word processing, data entry, spreadsheet creation, billing and database applications
- Bookkeeping and basic accounting
- Time Management
- Detail oriented
- Strong organizational skills and ability to multitask and prioritize work
- Dependable
- Critical thinker and problem solver
- Strong clerical skills
- Ability to work independently

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

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; take initiative while completing assigned tasks, 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 pass a criminal background check and drug screening test prior to employment. Regularly works at a desk, uses tools or equipment requiring a high degree of dexterity, and works for sustained periods of time maintaining concentrated attention to detail. Work is sometimes performed during non-regular business hours, evenings and weekends

Summary of Duties:

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.

Assist in the management and update of the Utah Association of Local Health Departments website.

Perform meeting preparations and arrangements for Local Health Officers Local Health Officer Executive Board, Public Health Executive Teams, and UALBOH Meetings i.e. logistics, agendas, minutes, notifications, location, refreshment and meal coordination, tele or video conference arrangements); attend meetings; take minutes; and follow-up on assignments as directed.

Manage and schedule virtual & in person meetings for Local Health Officers and affiliate groups when requested.

Keep track of renewal dates for office equipment, websites, and other office items.

In coordination with the Executive Director, maintain legislative bill watch on an annual basis from January-March. 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.

Request annual reports from business managers that are submitted in January of every year, compile and provide a single report for the legislative session.

Coordinate clerical duties for the Utah Association of Local Boards of Health (UALBOH), including logistics for the annual Symposium.

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 members, meeting dates and locations.

Coordinate statewide resources such as food handlers card, Quickbase licenses, etc.

Intermittent in state travel required.

Transportation to attend meetings as required.

Licensing and Certification:

Must possess a current Utah State Driver's License.

**This description lists the major duties and requirements of the job and is not all-inclusive. Incumbent(s) may be expected to perform job-related duties other than those contained in this document and may be required to have specific job-related knowledge and skills.

Applications are available online at brhd.org OR can be picked up Monday - Thursday 8 am to 6 pm and Friday 8 am to 1 pm at the Bear River Health Department, 655 E. 1300 N., Logan, Utah. Return completed application, resume, and transcripts to Sylvia Tello at the Bear River Health Department.

Email: stello@brhd.org - Phone: 435-792-6498 – Fax: 435-792-6495