



## CITY OF SANDY JOB DESCRIPTION

---

<b>POSITION TITLE:</b>	Executive Assistant
<b>DEPARTMENT:</b>	Development Services and Public Works
<b>FLSA STATUS:</b>	Non-Exempt
<b>SALARY RANGE:</b>	D
<b>REPRESENTATION:</b>	None

### **GENERAL POSITION SUMMARY:**

This position performs a wide variety of secretarial and administrative duties in supporting the Development Services & Building Departments (approx. 67%) and Public Works Department (approx. 33%). Under general supervision positions in this class are responsible for providing analytical and specialized administrative support to relieve and assist executive, administrative and staff manager of complex details and advanced administrative duties. Work requires strong organization, great attention to detail, and independent judgement in the application of regulations and established procedures of the Development Services Department and Public Works Department. Work is generally of a critical, sensitive, or confidential nature.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Provides administrative and clerical assistance, such as correspondence, copying, ordering supplies, scanning documents, processing permits and business licenses, maintaining and stocking front counter forms.
- Greets customers and visitors in a friendly and professional manner while providing technical assistance on building, land use information, and public works information to the public over the phone, and in person. Route calls to appropriate employees via email, telephone, written messages, or personal contact.
- Reviews and processes small construction documents and applications received from the public; reviews applications to ensure accuracy and completeness; provides information regarding the application process and select city development codes and ensures adequate information is being submitted for review.
- Provides a variety of administrative tasks, which includes collecting fees and providing cashiering function for city transactions, including building permits, land use applications, public works permits, records research, and document sales and cash reconciliation. Provides back-up support as needed.
- Assists with the application process and permitting requirements which includes acting as a liaison between customers and the City throughout the processes; verifying completeness of information; collecting missing information; assessing and collecting fees; entering permits into computerized system; issuing permits; and/or performing other related activities.
- Requires professional handling of information that is sensitive and confidential in nature.
- Sets up and maintains filing systems, manuals, records, and spreadsheets. Maintains various databases.
- Assists in the preparation of reports, graphs, and presentations using spreadsheet and graphics software.

- Attends meetings, taking and transcribing minutes of proceedings.
- Coordinate and track training and travel arrangements for departmental staff.
- Compile and data entry of necessary information and statistics for grant funded programs. Organize and support the department for final submittal of reports.
- Prepares Grant Applications.
- Coordinates, orders, arranges, and designs office space layouts, equipment, computer supplies, and department needs.
- Coordinates the administrative aspects of projects and events, integrating them with ongoing work routines and making assignments to other staff as necessary. Identifies and works with staff from other divisions and external sources to meet information and resource needs.
- Coordinates and provides support to request-for-proposal and bid selection processes. Prepares documents, copies of drawings and project materials and sets up contractor files for project and contract administration.
- Establishes and maintains positive working relations with coworkers, citizens, and the public.
- Performs other duties as assigned that support the overall objectives of the Development Services Department and Public Works Department.

**JOB SPECIFICATIONS:**

**Mandatory Requirements:**

High school diploma or equivalent (G.E.D); two years of post-high school technical training; and two years of customer service experience; or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

- Strong competency in basic reading, writing, math skills and business English composition.
- Intermediate proficiency with computer programs, including word processing, (Microsoft Word) spreadsheets (Excel), databases, on-line calendars, and general office equipment.
- Ability to understand and follow written and oral instructions.
- Ability to work independently on assigned tasks and to make decisions with minimal supervision by prioritizing and organizing tasks within specific timelines.

**Necessary Knowledge, Skills and Abilities:**

- Excellent interpersonal, oral, written and telephone communication skills.
- Ability to operate general related office equipment.
- Strong computer experience including word processing, spreadsheets, and databases to handle day to day business activity.
- Ability to effectively communicate and deal tactfully and courteously with the public and City employees.
- Ability to provide superior quality customer service to ensure each customer is treated with dignity, respect, and patience.

- Must have the ability to handle disgruntled customers with tact and courtesy.
- Ability to exercise good judgment and provide problem resolution in a fast-paced environment.
- Ability to understand, follow and give clear and concise directions in both written and oral instructions.
- Ability to work independently on assigned tasks and to make decisions with minimal supervision by prioritizing and organizing tasks.
- Ability to adapt to a rapidly changing environment and individual needs.
- Ability to work as a team member with a diverse group of people. Ability to prioritize and organize tasks within specific timelines.
- General knowledge of geographic service district is preferred.

**Special Requirements/Licenses:**

Possession of or required to obtain a valid driver's license within thirty (30) days of hire. Must be able to pass the department's security clearance standards including Reference Check, Criminal History check and satisfactory driving record (if required for the position).

**SUPERVISION RECEIVED:**

Works under the direct supervision of the Development Services Director, Public Works Director or designee who holds the employee accountable for achieving the Council goals and objectives and job responsibilities in this job description.

**SUPERVISORY RESPONSIBILITIES:**

This position is not a supervisory position.

**PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

- Required to walk up and down stairs or sit long periods of time and must have the hearing and speaking ability to carry on conversations in one-on-one and small group settings.
- Must have sufficient hand eye coordination to operate common business and media equipment.
- Occasionally lift and/or move up to 40 pounds. Reaching, bending, stretching, and handling objects as required to file.
- Specific vision abilities required by this job include close vision, distance vision, depth perception, and the ability to adjust focus.



**CITY OF SANDY  
JOB DESCRIPTION**

---

**TOOLS AND EQUIPMENT USED:**

General office computer/equipment including, but not limited to, keyboard, spreadsheet, and databases; motor vehicle; computer software, document scanning program, copier, calculator, and telephone.

**WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Works in an office environment under usual office working conditions. The noise level in the work area is typical of most office environments, with telephones, personal interruptions, and background noises.
- Work is performed in numerous meeting settings in offices, conference rooms, and public spaces.
- Customer contact is high. These interactions may reach moderate noise levels.

*This description covers the most significant essential and auxiliary duties performed but does not include other occasional work which may be similar, related or logical assignment to the position.*

---

**Kelly O'Neill Jr.**  
*Development Services Director*

**Jenny Coker, PE**  
*Public Works Director*

Adopted: 10/2022

*This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.*

---

**Employee**

**Date**