



## CITY OF SANDY JOB DESCRIPTION

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<b>POSITION TITLE:</b>	Executive Assistant
<b>DEPARTMENT:</b>	Parks & Recreation
<b>FLSA STATUS:</b>	Non-Exempt
<b>SALARY GRADE:</b>	D
<b>REPRESENTATION:</b>	None

### **GENERAL POSITION SUMMARY:**

This position performs a wide variety of secretarial & administrative duties related to the effective operations of the department and the delivery of those services to the public. Under general supervision positions in this class are responsible for providing analytical and specialized administrative support to relieve and assist executive, administrative, and staff managers of complex details and advanced administrative duties. Work is generally of a critical, sensitive or confidential nature. Serve as an integral part of the Parks and Recreation Department staff.

### **ESSENTIAL JOB FUNCTIONS:**

- Administrative support includes approximately 50% support dedicated to the Community/Senior Center; receives, greets, and directs phone inquiries and visitors. And approximately 50% is dedicated administrative support to the Parks and Recreation Director.
- Provides departmental administrative & clerical assistance, such as correspondence, copying, ordering supplies and maintaining the building and staff calendars.
- Greets customers and visitors in a friendly & professional business-like manner.
- Receive incoming calls, determine the nature of the call, route to the appropriate person or department through use of email, telephone, written messages, or personal contacts.
- Assists with financial transactions including receipt and reconciliation of daily deposits and posting to appropriate accounts.
- Assists in the preparation and managing of the bi-monthly newsletter and marketing materials. Assists with researching and the coordinating of department programs, events and trips to meet the needs of community, staff scheduling, and transportation.
- Assists, if needed, with the coordination of the Meals on Wheels program including but not limited to the organizing transportation routes, scheduling of the volunteer drivers, and the completing the grant reports.
- Performs typing assignments; proofreads, researches, gathers, compiles, and computes information and figures for a variety of reports.
- 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.
- Coordinates building room reservations and assists customers with the facility rental process.
- Attends meetings, taking and transcribing minutes of proceedings.
- Entry of manual checks into city accounting software program and confirming accurate departmental expense codes.
- Coordinate and track training and travel arrangements for departmental staff.
- Independently prepares correspondence.

- Compile and data entry of necessary information and statistics for grant funded programs including nutrition, transportation, and evidence-based programs, and activities. Organize and support the department for final submittal of reports.
- 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.
- Determines needs, provides a variety of routine information that assists visitors in preparation of applications for development related permits and reports, registration, and data entry.
- Maintain a calendar of activities, meetings and various events for the assigned department and managers, coordinate activities with other City departments, the public and outside agencies.
- Resolve conflicts in priorities, handle sensitive matters, exercise discretion and judgment, and independently prepare correspondence and meeting materials.
- Adherence to city workplace expectations, encompassing communication, working relations, job reliability, and initiative, safety, accomplishment of work tasks and supervision.
- Comply with safety requirements of the position and actively promote safe work practices.
- Establish and maintain positive working relations with coworkers, citizens, and the general public.
- Perform other duties as required.

**JOB SPECIFICATIONS:**  
**Mandatory Requirements**

High school diploma or GED equivalent required. Minimum three (3) years of experience working in an office setting and/or in a relevant customer service position that worked with the general public. Any equivalent combination of experience and training which demonstrates the knowledge, skill, and ability to perform the duties described above.

Preferred:

- Bilingual.

**Necessary Knowledge, Skills and Abilities:**

- Excellent interpersonal, oral, written and telephone communication skills.
- Excellent customer service skills.
- Effective problem-solving skills.
- Competency in basic reading, writing, and math skills.
- Considerable knowledge of general office procedures and related office equipment.
- Intermediate proficiency with computer programs, including word processing, spreadsheets and databases.
- 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 be able to professionally handle angry and disgruntled customers.
- Ability to exercise good judgment, courtesy, patience, and tact in public contact and problem resolution.
- Ability to work as a team member with a diverse group of people.
- Ability to understand and follow written and oral instructions.
- Ability to give clear and concise directions, both orally and in writing.
- 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 prioritize and organize tasks within specific timelines.
- Ability to work independently on assigned tasks and to make decisions with minimal supervision.
- General knowledge of geographic service district is preferred.

**Special Requirements/Licenses:**

- 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).
- Possession of or required to obtain a valid driver's license within thirty (30) days of hire. Must have a safe driving record.
- Ability to obtain and maintain a Ride Connection Driver Approval.
- Cardiopulmonary resuscitation (CPR)/AED/First Aid certification within sixty (60) days of hire.

**SUPERVISION RECEIVED:**

Works under the direction of the Parks & Recreation Director and may receive direction from other management staff within the center.

**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.

- Specific vision abilities required by this job includes close vision and the ability to adjust focus.
- Required to walk up and down stairs or to sit for long periods of time and must have the hearing and speaking ability to carry on conversations in one-on-one, small group settings and conduct formal presentations.
- Able to reach with hands and arms, use hands to finger, handle, operate objects, tools, or controls and must have sufficient hand eye coordination to operate common business equipment.
- Specific vision abilities required by this job includes close vision and ability to adjust focus.
- Must be physically able to assist passengers in and out of vehicle.
- Occasionally performs lifting, pushing, and/or pulling which does not exceed 50 pounds.

**TOOLS AND EQUIPMENT USED:**

- General office computer/equipment including, but not limited to, keyboard, computer software, 10-key calculator, document scanning program, copier, fax machine, 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.

- Work is performed mostly in an office setting in well-lighted, temperature-controlled office environment as well as outdoors.
- The noise level in the work environment is usually quiet with frequent interruptions. Customer contact is high. These interactions may reach moderate noise levels.
- Work is intermittently performed in the outdoor work environment, travel from site to site, exposure to noise, smoke, fumes, and gasses.
- Availability to work occasional evenings, weekends, or other irregular hours, and, as necessary, to provide support and services to customers.

*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.*

**Rochelle Anderholm-Parsch**  
***Parks & Recreation Director***

Adopted: 1/2022

*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.*

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**Employee**

**Date**