



NOTICE OF JOB OPENING

Part-Time Administrative Assistant / Planning Technician

Posting Date: May 8, 2024
Department: Planning
Reports to: Planning & Economic Development Director
Salary Range: \$17.00 per hour
Position Type: Part-Time – 20 hours per week
How to Apply: Applications available at bountifulutah.gov
(City Application REQUIRED)
Send to: Human Resources, 795 S. Main St., Bountiful, UT 84010
Email: jobs@bountiful.gov

Deadline to Apply: 5:00 p.m., Wednesday, May 22, 2024

Overview:

Under general supervision, provides administrative assistance to the Planning and Economic Development Director.

Essential Job Functions:

Composes and types routine letters and memoranda.

Answers routine correspondence not requiring supervisor's attention, or routes it to appropriate staff.

Answers routine questions and furnishes information, when possible, to save supervisor's time.

Edits correspondence and reports.

Researches and prepares special reports including gathering and summarizing data.

Organizes and expedites flow of work through supervisor's office.

Schedules and prepares materials for meetings.

May be required to assist the Director in coordinating administrative projects, tasks, and operations.

Acts as intermediary between the Director and the public, including screening telephone calls, letters, and/or visitors and scheduling meetings/appointments.

Organizes and maintains files and records for supervisor and/or department.

Follows up on pending matters.

Schedules use of department facilities.

Prepares and processes invoices, purchase orders, and requisitions to purchase equipment, materials, and supplies.

Prepares and transcribes meeting minutes.

Department Specific Tasks:

Provides assistance with business license inquiries, the distribution and collection of applications, and the processing of applications and licenses.

Researches and prepares special department reports, including gathering and summarizing data.

Responsible for all administrative aspects related to the Redevelopment Agency, including receiving applications, preparing the agenda, distributing materials, and preparing minutes. Redevelopment Agency meetings occur periodically, and attendance is not typically required. As directed, provides assistance on planning matters to the Director and other staff members.

Knowledge, Skills and Other Characteristics:

- Knowledge of office management practices and procedures
- Knowledge of departmental operations and functions
- Knowledge of general bookkeeping practices and procedures
- Knowledge of computer software used to complete assigned projects
- Skill in establishing and maintain effective working relationships with staff and the public
- Skill in following complex oral and written instructions, policies, and procedures
- Ability to maintain and handle confidential information
- Ability to work under pressure and be multi-task oriented

Qualifications:

High School diploma or equivalent

Must be able to type 55 wpm

Must have a valid Utah Driver's License

Successfully pass a background check, a driving record check, and a pre-employment drug test