UTAH COUNTY OFFICE OF PERSONNEL MANAGEMENT, 100 East Center, Suite 3800, Provo, UT 84606

Phone: (801) 851-8158 ♦ Fax: (801) 851-8166 ♦ **Email: ucpersonnel@UtahCounty.gov** ♦ http://www.utahcounty.gov/jobs

Due to the volume of applications received, we are unable to provide information on application status by phone or e-mail. All qualified applicants will be considered, but may not necessarily receive an interview. Selected applicants will be contacted by the hiring agency for next steps in the selection process. Applicants who are not selected will not receive notification.

JOB ANNOUNCEMENT

POSITION IS BASED ON GRANT FUNDING

POSITION: PROGRAM ASSISTANT - SENIOR SERVICES

Posting # 996095-0516md

REQUIRED ATTACHMENTS TO APPLICATION:

- **Supplemental Documents**: ***Supplemental Questionnaire***
- **A typing test** score sheet dated within the last 12 months at or above the rate of 40 wpm net. Typing scores will be accepted from any service or software. (Applicants who receive a conditional offer of employment will be required to take a three (3) minute timed type test, administered by the Personnel office, to validate the required 40 net)
- **College transcripts and/or diploma if related to position - internet printouts & photocopies are acceptable**

STARTING SALARY: Step 23; $1,264 bi-weekly - $15.80 per hour

Plus benefits package - Step increase available after completing probation and annually thereafter.

OPENING DATE: May 16, 2016 **CLOSING DATE: May 31, 2016**

The eligibility list created by this posting may be used to fill current full or part time vacancies and full or part time vacancies and grant funded vacancies that occur within the next two (2) months

For additional information see the job description at - - http://www.utahcounty.gov/jobs

JOB SUMMARY:

Under general supervision of the Senior Services Director, provides administrative support to the Senior Companion Program. Recruits and coordinates placement of volunteers and serves as a liaison between personnel and volunteers. Works with agencies and organizations associated with senior citizens to promote public awareness and provide information regarding program.

DUTIES INCLUDE:

Assists director in public relations activities, including planning and coordinating public outreach campaigns and activities, public presentations and designs, and preparing and distributing literature for public awareness and recruitment purposes; assists Director in the preparation and submission of budgets to Utah County and the federal government.

Receipts and deposits funds received for use in the program and prepares documents for expenditure of funds; assists to generate semi-annual progress report, researches and organizes report materials and information; may perform day-to-day bookkeeping as needed to monitor and account for department revenues and expenditures; collects time sheets and processes payroll and stipend payments; monitors and processes mileage reimbursement requests; processes billings and prepares and processes purchase orders.

Prepares quarterly progress reports; calculates stipends and mileage reimbursements for volunteers and coordinates with County Auditors office in arranging payment on a monthly basis; prepares time sheets and updates vacation and sick leave for volunteers on a monthly basis; tracks transportation and prepares statements for reimbursement and budgetary purposes; monitors donated funds and services; coordinates record keeping of in-kind statements for budgetary purposes on a quarterly basis; maintains accurate, organized volunteer and client records.

Acts as secretary to the Project Advisory Council volunteer meetings including notification, transcribing and distributing minutes, and providing staff assistance to the Council; assists in arranging for facilities, food, entertainment, speakers, transportation, setup, decoration, and cleanup for special events including monthly in-service meetings, annual banquets, orientation meetings, trips, conferences, and senior outreach events.

Coordinates orientation, criminal history checks, physicals, evaluations, and income reviews for volunteers; attends conferences, meetings, and training programs related to position; prepares monthly newsletter and calendar concerning program information; assists Director in recognition of volunteers, organizations, and individuals involved with program; attends meetings in the Directors absence as assigned.

EVALUATION AND SELECTION FACTORS INCLUDE:

Working Knowledge of: Standard office practices; proper grammar, spelling, and punctuation.
Skill in: Reading, writing, basic accounting and bookkeeping; operating standard office equipment including a 10-key by touch; word processing, data entry, and basic spreadsheets; making public presentations, problem solving.
Ability to: Organize multiple tasks efficiently; maintain cooperative relationships with those contacted in the course of work activities; communicate effectively verbally and in writing; and make public presentations.

REQUIREMENTS FOR EMPLOYMENT:

High school diploma or equivalent and five (5) years of complex clerical or administrative support work experience of which two (2) years are directly related to the duties described above. Equivalent combinations of education and experience may also be considered. Selected applicants must pass a typing test at or above the rate of 40 WPM net. **Applicants receiving a conditional offer of employment will be required to submit to a pre-employment drug screen and additional background checks as required**.

LICENSURE/CERTIFICATIONS:

Incumbent must possess a valid driver's license and obtain a valid State of Utah driver's license within 60 days of employment.

EXAMINATION/SELECTION PROCESS: Individuals interested in the position must submit an official Utah County Government application and required attachments to the Utah County Office of Personnel Management, 100 East Center, Suite 3800, Provo, UT 84606, by 5:00 PM on the closing date. **NO POSTMARKS OR RESUMES.** Additional information will not be accepted after the closing date. The Personnel Department will screen the applications for minimum qualifications. The selection process will consist of a hiring interview, and may include any one, or a combination, of the following examinations: application and/or supplemental review/rating, written examination, performance test and/or oral examination. The Personnel Department reserves the right to call only the most qualified applicants to any of the examinations.

UTAH COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER

Utah County
HEART of UTAH