

UTAH COUNTY JOB DESCRIPTION

CLASS TITLE: PROGRAM ASSISTANT - SENIOR SERVICES
CLASS CODE: 6095

FLSA STATUS: NON-EXEMPT
SUPERVISORY STATUS: NONE

EFFECTIVE DATE: 06/14/2008 (Revised 03/10/1998 version)
DEPARTMENT: SENIOR SERVICES

JOB SUMMARY

Under general supervision of the Senior Services Director, provides administrative support to the Foster Grandparent and/or 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.

ESSENTIAL FUNCTIONS

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 for Medicaid waivers; 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 and coordinates record keeping of in-kind statements for budgetary purposes on a quarterly basis.

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, 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.

KNOWLEDGE, SKILLS, AND ABILITIES

Working Knowledge of: Standard office practices; proper grammar, spelling, and punctuation.

Skill in: Reading, writing, basic accounting and bookkeeping; operating standard office equipment

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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.

PHYSICAL DEMANDS

Regularly: Sits at a desk; walks, stands, or stoops; drives a motor vehicle; and works for sustained periods maintaining concentrated attention to detail.

Occasionally: Lifts or otherwise moves objects weighing 30 pounds.

Accommodation may be made for some of these physical demands for otherwise qualified individuals who require and request such accommodation.

WORKING CONDITIONS

Work is performed in an office or other environmentally controlled room.

EDUCATION AND EXPERIENCE

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.

Selected applicants may be subject to a background check.

LICENSING AND CERTIFICATION

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

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.