



Administrative Associate - DDAPT

Job Description

Department: Drug and Alcohol Prevention and Treatment
Position: Career Service
Grade: 506
Supervisory: No
Reports to: Director – Drug and Alcohol Prevention and Treatment

Summary

Under general supervision, performs routine and complex administrative support duties pertaining to record keeping, operations, and accounting functions of the department. The Department of Drug and Alcohol Prevention and Treatment is a large department with over 115 employees, a variety of programs, and multiple work sites.

Essential Functions

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Serve as primary liaison with Human Resources for department-wide payroll processing and problem resolution. Establish procedures, and receive and review payroll forms and records from all programs and locations.
2. Serve as liaison with Human Resources for the department head and other supervisors regarding recruitment, selection and hiring of career service and non-benefitted employees. Track potential new hires through the steps of the hiring process to ensure timely completion of required actions.
3. Monitor the national List of Excluded Individuals and Entities (LEIE) to ensure employees and sub-contractors are eligible to provide services under federal funding requirements. Update Federal Exclusion Lists as necessary to reflect current licenses.
4. Receive, review and process subpoenas and other requests for information according to HIPAA.
5. Prepare agenda requests to process contracts/grants through the County Commission and track through the approval, signing, and distribution process to ensure appropriate processing. Maintain a log of current and expired contracts. Access Share Point, the state's contract system, to monitor, track and verify information.
6. Manage various contract including those for property leases and independent contractors.
7. Conduct departmental orientation for new employees. Create and maintain files for department personnel. Ensure inclusion and accuracy of pertinent forms and documents.

For Office Use Only

Class Code: 6359

Class Title: Administrative Associate - DDAPT

FLSA: Non-Exempt

Effective Date: September 12, 2018

Public Safety: No

Worker's Compensation: Clerical

Background Level: I

Safety Sensitive: No

DOT: No

8. Track due dates of performance appraisals, ensure completion, and submission to Human Resources. Track employees' professional licensing status, send reminders for license renewal and documentation of required continuing education.
9. Administer and track new employee training and In-Service Programs in Relias.
10. Maintain Employee Information in the Electronic Health Records (EHR).
11. Coordinate hire and termination dates, and personnel actions for promotion, reassignment etc. Ensure the department's record of positions corresponds with the County's official staffing plan.
12. Oversee assigned purchasing functions. Initiate vendor payments; enter and track purchase orders to completion.
13. Process a moderate volume of travel arrangements including conducting research, making reservations, and reconciliation.
14. Perform department key audits. Coordinate key orders with Public Works for new employees, including replacement and lost keys.
15. Confirm all clinical and treatment employees are registered with the Registry of National Provider Information under Medicaid guidelines.
16. Assist with completing and storing required Medicaid documents and contracts.
17. Monitor cell phone and wireless accounts. Receive and pay regulars bills for services, identifies and track personal calls, and order new replacement cell phones. Track equipment assigned to employees.
18. Create a variety of documents and spreadsheets.
19. Maintain a calendar of meetings and special events for management; schedule and notify involved parties and ensure necessary agendas, reports, and other information are prepared and available.
20. Direct the work of time limited clerical personnel.

Knowledge, Skills, and Abilities

Knowledge of Personnel Rules and Regulations

Knowledge of County Policies and Procedures

Knowledge of structure, functions, and policies and procedures of the department

Knowledge of supervisory techniques

Knowledge of general functions of county government

Skilled in reading, writing, and basic accounting

Skilled in proper grammar, spelling, and punctuation

Skilled in operating standard office equipment

Skilled in software applications such as Microsoft Office, and in learning county and/or industry specific software programs and data bases

Skilled in creating documents and spreadsheets

Skilled in creating and maintaining record keeping and filing systems, including electronic

Ability to maintain cooperative working relationships with those contacted in the course of work activities

Ability to communicate effectively verbally and in writing

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Ability to maintain confidentiality

Ability to coordinate multiple tasks efficiently and handle stress associated with deadlines and frequent interruptions

Ability to lead and train others

Supervisory Responsibility

This position has no direct supervisory responsibility, but does serve as a coach and mentor for other positions in the department.

Work Environment

This job operates in a professional office environment. This role routinely uses standard office equipment such as a laptop, desktop, smartphone, photocopiers, shredders, and filing cabinets. The noise level in the work environment is usually moderate.

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.

While performing the duties of this job, the employee is required to use manual dexterity to handle, feel, and operate objects, tools and controls, and reach with hands and arms. This employee is frequently required to stand, talk, and hear. Specific vision abilities by this job include close vision and ability to adjust focus. The employee is required to type, file and lift office supplies up to 30 pounds.

Position Type/ Expected Hours of Work.

Incumbent must work 40 hours each week to maintain full-time status. There is availability to work out a flex schedule ahead of time that works for both the County and the employee. Occasional evening and weekend work may be required as job duties demand.

Required Education and Experience

1. High school diploma or equivalent
2. Five (5) years of complex clerical or administrative support work experience including two (2) years directly related to the duties described above
3. Equivalent combinations of education and experience may also be considered

Additional Eligibility Qualifications

1. Selected applicants must pass a typing test at or above the rate of 40 WPM net
2. Applicant must possess a valid driver's license and obtain a valid State of Utah driver's license within 60 days of employment
3. Selected applicants are subject to, and must pass, a background check

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AAP/EEO Statement

It is the policy of Utah County Government to assure equal employment opportunity to its employees and applicants for employment without regard to race, color, religion, national origin, disability, age, sex, sexual orientation, genetic status or gender identity.

Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee of this job. Duties, responsibilities, and activities may change at any time.

Utah County Government is a drug-free workplace.

Below is to be completed after an offer has been extended and accepted.

Signatures

This job description has been approved by all levels of management:

Manager _____

Department Head _____

HR Director _____

Employee signature below constitutes employee’s understanding of the requirements, essential functions and duties of the position

Employee _____ Date _____

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