



# Administrative Associate – Senior Services

## Job Description

Department: Health  
Position: Career Service  
Grade: 505  
Supervisory: No  
Program Coordinator / Assistant  
Reports to: Program Coordinator - Senior Services

### Summary

Under general supervision of the Program Coordinator / Assistant Program Coordinator, 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

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

1. Assist Program Coordinator / Assistant Program Coordinator 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.
2. Assist Program Coordinator / Assistant Program Coordinator in the preparation and submission of budgets to Utah County and the federal government.
3. Receipt and deposit funds received for use in the program and prepare documents for expenditure of funds; assist in generating semi-annual progress report; research and organize report materials and information; may perform day-to-day bookkeeping as needed to monitor and account for department revenues and expenditures.
4. Collect time sheets and process payroll and stipend payments; monitor and process mileage reimbursement requests; process billings for Medicaid waivers; prepare and process purchase orders.
5. Prepare quarterly progress reports; calculate stipends and mileage reimbursements for volunteers and coordinate with County Auditor office in arranging payment on a monthly basis; prepare time sheets and update vacation and sick leave for volunteers on a monthly basis; track transportation and prepare statements for reimbursement and budgetary purposes; monitor

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FLSA: Non-Exempt

Effective Date: 1/22/2019

Public Safety: No

Worker’s Compensation: Clerical

Background Level: II

Safety Sensitive: Yes

DOT: No

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donated funds and services and coordinate record keeping of in-kind statements for budgetary purposes on a quarterly basis.

6. Act as secretary to the Project Advisory Council volunteer meetings including notification, transcribing and distributing minutes, and providing staff assistance to the Council; assist 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.
7. Coordinate orientation, physicals, evaluations, and income reviews for volunteers; attend conferences, meetings, and training programs related to position; prepare monthly newsletter and calendar concerning program information; assist Program Coordinator / Assistant Program Coordinator in recognition of volunteers, organizations, and individuals involved with program; attend meetings in the Program Coordinator / Assistant Program Coordinator's absence as assigned.

### **Knowledge, Skills, and Abilities**

- Knowledge of standard office practices
- Knowledge of proper grammar, spelling, and punctuation
- Skilled in reading and writing
- Skilled in basic accounting and bookkeeping
- Skilled in operating standard office equipment including a 10-key by touch
- Skilled in word processing, data entry, and basic spreadsheets
- Skilled at making public presentations
- Skilled at problem solving
- Ability to organize multiple tasks efficiently
- Ability to maintain cooperative relationships with those contacted during the course of work activities
- Ability to communicate effectively verbally and in writing

### **Supervisory Responsibility**

This position has no direct supervisory responsibility.

### **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. Work may expose the incumbent to high stress situations including contact with the public and others in confrontational, emotionally charged, or uncomfortable circumstances.

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### **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. The employee is frequently required to stand, talk, and hear. Specific vision abilities by this job include close vision and ability to adjust focus. Works for sustained periods of time maintaining concentrated attention to detail. The employee is required to type, file and lift supplies up to thirty (30) pounds. The employee regularly drives a motor vehicle.

### **Position Type / Expected Hours of Work**

Incumbent must work forty (40) hours each week to maintain full-time status. There may be 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.

### **Travel**

Travel is primarily local during the business day, although some out-of-area and overnight travel may be expected, up to one (1) percent.

### **Required Education and Experience**

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

### **Preferred Education and Experience**

1. Preference may be given to applicants who are bilingual in Spanish and English.

### **Additional Eligibility Qualifications**

1. Applicants must possess a valid driver's license and obtain a valid State of Utah driver's license within sixty (60) days of employment.
2. Selected applicants will be required to submit to a pre-employment drug screen and background check.

### **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.

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**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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