

Wasatch Front Regional Council

Job Description and Announcement

ADMINISTRATIVE ASSISTANT

The Wasatch Front Regional Council (WFRC), the Metropolitan Planning Organization (MPO) and Association of Governments (AOG) for the area of Salt Lake, Davis, Weber, Morgan, Tooele, and southern Box Elder counties in Utah, is seeking a full-time Administrative Assistant.

WFRC builds consensus and enhances quality of life by developing and implementing visions and plans for a well-functioning multi-modal transportation system, livable communities, a strong economy, and a healthy environment. The person who fills this role will work with the WFRC staff to help communities and residents see the benefits associated with regional planning.

Description:

The Administrative Assistant is an integral part of the WFRC Administrative Group. This position has primary responsibility for serving as the face of WFRC, greeting the public, and providing general administrative support to the staff. The Administrative Assistant provides support for WFRC's committees including sending meeting announcements, assembling meeting information packets, and taking and transcribing minutes. The position also performs a variety of technical duties such as making travel arrangements, ordering supplies, preparing and making bank deposits and managing credit card charges.

General Duties and Responsibilities:

1. General staff administrative assistance as assigned.
2. Front desk – answering telephone calls and greeting guests.
3. Ordering and receiving supplies.
4. Preparing and making bank deposits.
5. Provide support for meetings including scheduling, preparing information packets, and taking and transcribing minutes.
6. Making travel arrangements.
7. Maintaining calendar events.
8. Other duties as assigned.

Qualification Requirements:

Applicants must have at least graduated from high school plus two (2) years of specialized training in general office practices and procedures, PC operation and various software applications; and at least three (3) years of responsible experience related to the above duties; or an equivalent combination of education and experience.

Compensation and Benefits:

Salary range begins at \$34,110 per year. Benefits include paid vacation and health care leave, Utah State Retirement Systems pension and 401(a) benefits, health/dental/vision insurance, life and disability insurance and more.

Desired Skills, Abilities and Knowledge:

- General office maintenance and practices.

- Recording and filing procedures and methodologies (alpha and numeric) to establish and maintain comprehensive records and files.
- Ability to communicate effectively, verbally and in writing.
- Excellent letter composition, grammar, spelling and punctuation.
- Operation of standard office equipment.
- Basic mathematical calculations.
- Operate personal computer (windows) in utilizing various programs (MS Word, Excel, Access, PowerPoint, etc.) to produce or compose formal documents, reports and records.
- Telephone etiquette.
- Basic public relations.
- Work independently or as a team on assigned tasks and accept direction from multiple sources in meeting various time deadlines.
- Work effectively in a fast-paced environment.
- Exercise initiative, independent judgment, and act resourcefully under varying conditions.
- Maintain strict confidentiality related to sensitive administrative and executive information.
- Develop working relationships with supervisors, fellow employees, and the public.
- Maintain professionalism, integrity, and a public-service attitude.

To apply:

Those interested in this position should submit a letter of interest outlining their experience, qualifications, reasons for interest, and resume to Amber Gonzales, by email to amber@wfrc.org , or mail to Wasatch Front Regional Council, 295 North Jimmy Doolittle Road, Salt lake City, UT 84116, by **Noon, Tuesday February 19, 2019**. If you have questions, contact Amber Gonzales by email or at (801) 363-4230 x 1122. For general information, please visit our website at www.wfrc.org.

The Wasatch Front Regional Council is an Equal Opportunity Employer.