



HEBER VALLEY SPECIAL SERVICE DISTRICT

POSITION DESCRIPTION

Administrative Assistant

Supervised by: General Manager

Status: Part time

Working hours: Approximately 10 to 15 hours per week but varies. Attendance at monthly board meetings held in the evening and evening hay auctions several times per year.

GENERAL PURPOSE

This position is for a part-time assistant to the District Manager to handle office-related duties.

Duties include:

- Preparing and sending monthly billings.
- Collecting payments and making bank deposits.
- Printing, scanning and filing documents.
- Attending monthly board meetings and taking minutes, posting public notices and calendaring events.
- Coding and entering invoices and preparing purchase orders for payments.
- Maintain records as per Utah State Archives guidelines.
- Assist with budget preparation, accounting duties, and other administrative tasks as needed.
- Answering phone calls and emails related to HVSSD policies and guidelines.
- Assist with planning and execution of hay auctions.
- Work under the guidance of the General Manager.

DESIRABLE KNOWLEDGE, SKILLS AND ABILITIES

- Exercises sound judgement and exhibits strong decision-making and problem-solving skills.
- Interacts with employees in a positive manner in an office environment.
- Ability to work independently and cooperatively as part of a team.
- Proficiency in Microsoft Office, Teams, and QuickBooks
- Optional- Ability to monitor and maintain company website.
- Able to obtain and maintain Records Officer Certification from the State.
- Understanding of government accounting and related requirements and guidelines.

- Ability to work with public entities.

TOOLS AND EQUIPMENT USED

Personal computer, calculator, telephone, printers, scanners, digital recorder.

SPECIAL REQUIREMENTS

- Must be 18 years of age at time of hire.
- No felony convictions or disqualifying criminal histories within seven years.
- Must be able to read, write, and speak the English language.