

UTAH ASSOCIATION OF COUNTIES
POSITION DESCRIPTION
UBHC Administrative Assistant

Summary

Under the supervision of the UAC Executive Director, and in support of the UBHC Program Director, manages the support operations and functions of the Utah Behavioral Healthcare Committee. Provides staff support to the UBHC Executive Committee, UBHC Directors and UBHC sub-committees as assigned. Oversees correspondence, dictation, transcription and telephones. Works closely with the UBHC Program Director and Executive Committee in preparing and disseminating meeting information, conference calls and other communications to members and agencies. Makes travel arrangements for the UBHC Director and UAC members. Provides the UBHC members with direct email newsletters, faxes and phone calls. Assists in planning, arranging, and hosting meetings and yearly retreats. Performs other duties as may, from time to time, be assigned. This is a part-time position with benefits.

Specific Duties and Responsibilities

- Staffs UBHC Board meetings, subcommittee meetings, and other county or state-level committees as assigned and represents UBHC at those meetings.
- Assists in budgeting, financial reporting and tracking of UBHC activities.
- Takes and transcribes minutes of meetings and disseminates minutes, meeting announcements, agendas and notices.
- Arranges and assists in preparing for conference calls.
- Schedules meetings, compiles agendas and materials, in coordination with UBHC Program Director and UAC Office Manager.
- Answers, directs telephone calls; returns calls and assists the Program Director as needed.
- Handles mail and other correspondence efficiently and effectively; copies, files and distributes information.
- Maintains and updates a variety of lists, schedules and rosters.
- Organizes and maintains a traditional and electronic filing system.
- Coordinates and assists with projects as directed.
- Researches and prepares information on specific topics.
- Assists in keeping website information current.

Requirements

Excellent interpersonal skills are essential. Strong organizational and technology skills and superior communication, writing and grammatical skills are required. The Administrative Assistant must have an Associate Degree in Business Management or equivalent and three years experience in office administration. Must type 80 wpm and possess proficiency in Microsoft Word and Excel. Experience in association or non-profit organizational structure and in meeting/convention planning preferred. Must be able to handle membership concerns with sensitivity. Experience in managing a wide range of duties and functions essential. An understanding of legislative process is preferred.

Apply

To apply for this position, please send a cover letter and resume to:

Utah Association of Counties
5397 S. Vine Street
Murray, UT 84107
Fax: (801) 265-9485
E-mail: info@uacnet.org