



# **SANDY CITY POSITION OPENING**

## **Executive Assistant – Mayor’s Office**

**CLOSING DATE:** Open until filled. Department will begin reviewing applications May 21, 2024. Position may close any time after this date. However, applications will continue to be accepted until position is filled.

**STARTING SALARY:** \$54,226-\$67,787/annually. **Starting salary DOQ, typically at midpoint or below.**

**STATUS:** Appointed (benefitted)

**DEPARTMENT:** Administration

**SUMMARY:** An appointed Category 2 position under the general supervision and direction of the Mayor, Deputy Mayor and/or Chief Administrative Officer, performs a wide variety of services and administrative detail associated with the office including responding directly to the public. This position is not eligible for remote work.

**MINIMUM REQUIREMENTS:** One year administrative or office management training is preferred. Requires three years administrative experience. May substitute an equivalent combination of education and experience. Requires a valid Utah Driver’s License. Probationary Period: Not applicable. This is an appointed position exempt from the protections described in Utah Code Ann. Section 10-3-1105(1)(a). Knowledge of letter composition; office management; general mathematical operations; business equipment usage; municipal government procedures; regulations pertaining to public meetings; all City departments duties and functions; the development process; personal computers, multiple computer programs, systems and applications; correct English usage, vocabulary, spelling, and arithmetic. Basic photography skills preferred. Responsibility for maintaining the Mayor’s schedule; important City records dealing with confidential matters; assisting with various city recognition programs; great responsibility for the care, condition, and use of materials, equipment, money, and tools; positively representing Administration and the City. Ability to professionally furnish and obtain information from other departments; contact with other departments, requiring tact and judgment to avoid friction; constant contact with the public presenting data; must exercise sound judgment in releasing information to the media; frequent contacts with executives on matters requiring explanations and discussions; regular and frequent contact with persons of high rank, requiring tact and judgment to deal with and influence people; requires a well-developed sense of strategy and timing; ability to deal well with upset and irate people.

**NOTE:** Applications may only be submitted online at <https://jobs.citysuitehr.com/sandycity>. If you don’t have access to a computer you can visit Sandy City Human Resources office to apply at 10000 Centennial Parkway, Suite 310 (10000 S. 170 W) Sandy Utah. Sandy City will provide reasonable accommodations for any applicant during the examination and selection process. Sandy City does not discriminate on the basis of race, color, religion, sex, national origin, age, disability, sexual orientation, gender identity, genetics, protected veteran’s status or other classes protected by applicable federal, state and local employment law. The City encourages applicants with all and varying language abilities, the city will accept applications and resumes in other languages but, to be properly processed, applications and resumes must be accompanied by an application and resume in English to assist City employees who are English speaking only. In addition, it is the City’s policy not to discriminate against qualified individuals with disabilities in regard to application procedures, hiring, advancement, discharge, compensation, training or other terms, conditions and privileges of employment. If you have special needs or questions, please call 801-568-7151. Sandy City is a drug-free workplace and an Equal Opportunity Employer. Must pass drug test before hire. If the position is a step position, it may be filled at a lower level.