



ADMINISTRATIVE ANALYST

Opening Date: July 14, 2021

Closing Date: Until Filled

JOB SUMMARY:

This is a part-time, non-benefited, position performing general administrative duties for the City of Cedar Hills. This position reports directly to the City Manager/Planner.

DUTIES:

- Assist with coverage for the front desk position, as needed
- Perform Passport Agent duties, including training/certification and processing passports for customers
- Assist with Emergency Preparedness planning efforts
- Complete administrative projects, audits and other duties, as assigned

KNOWLEDGE, SKILLS, AND ABILITIES:

- Able to facilitate friendly, professional customer interactions
- Strong written communication skills
- Work effectively and positively with staff and the public
- Familiar with Microsoft Office products, including Word and Excel
- Detail-oriented with strong follow through on tasks and assignments

SALARY:

Starting salary is \$15.00 per hour

SCHEDULE:

Approximately 15-20 hours per week, with flexibility during normal business hours (Monday through Friday 8:00am-4:00pm)

Send completed City of Cedar Hills employment application, resume, and cover letter to: Gretchen Gordon, 10246 N Canyon Road, Cedar Hills, UT 84062 or gordon@cedarhills.org. Only the information on or attached to the application will be used for screening purposes.

In accordance with the Americans with Disabilities Act, the City of Cedar Hills will make reasonable accommodation efforts for disabled applicants. Requests for assistance can be made by contacting the City office at 801-785-9668.

THE CITY OF CEDAR HILLS IS AN EQUAL EMPLOYMENT OPPORTUNITY

DISCLAIMER: The above information is intended to describe the general nature of this position and is not to be considered a complete statement of duties, responsibilities and requirements. The City of Cedar Hills may revise this job description at any time. The job description is not a contract for employment and either you or the employer may terminate the employment relationship at any time pursuant to the terms of the applicable provision of the Personnel Policies and Procedures Manual.