

WE ARE HIRING AN ADMINISTRATIVE ASSISTANT



- ✓ Opened until filled - 1st review is May 3rd
- ✓ \$20.14 - \$29.42/hr DOE

APPLY NOW

Questions:



Larry Famuliner at
801-451-2624

This position will perform the following duties and more:

- answer in-coming calls
- sort and distribute mail
- receive payments for permits
- order equipment and supplies
- take meeting minutes
- maintain office calendar and schedules
- interact with contractors, developers and the public



EXPLORE *Farmington City*

A UNIQUE GATHERING PLACE

- Farmington is the county seat of Davis County, Utah
- We are centrally located midway between Ogden and Salt Lake City
- The center of town is home to Lagoon, a 135 year-old amusement park.
- According to a 2023 citizen survey 69% of residents would refer a friend to Farmington City.
- Our trail system is recognized as one of the best in the State.
- We are home to Station Park, a \$300+ million outdoor shopping center
- A 250 acre Class A Business Park is being developed.



JOIN OUR PUBLIC WORKS TEAM

720 West 100 North
801-451-2624



DEDICATED STAFF WITH LOW TURNOVER



**109 FULL TIME
EMPLOYEES**



**SUPPORTIVE
GOVERNING BODY**

Part-time Mayor and 5 Councilmembers



CITY SERVICES

Police, Fire, Parks and Recreation, Water, Streets, Engineering, Economic Development Planning and Administration.



**GREAT SALARY AND
BENEFITS**

Apply at www.farmington.utah.gov



FARMINGTON CITY

Administrative Assistant

Are you ready to make an impact on your community? Everyone likes to help people – and we are going to pay you for doing just that! We value diversity – in backgrounds and in experiences and we need people from all swaths of life to help build the future of Farmington. Farmington City is a fast-growing community with great family values, committed government employees. We strive to preserve and create excellence.

To be considered you will need:

- A valid Utah Driver's License
- A high school diploma or equivalent
- Two (2) years of prior experience in job-related secretarial or business-related duties with demonstrated competence OR two (2) years of secretarial or business training
- Excellent communication skills
- Good computer skills including Microsoft Excel and Word (preferred)

You'll be a great fit if you can/are:

- Promote and follow our mission statement, values and expectations
- Promote a positive attitude among department personnel and other contacts
- Answer phone calls, take messages, direct visitors, request and provide information, respond to general questions and distribute mail.
- Receive payments for excavation permits
- Schedule meetings, appointments, conferences and travel for Public Works personnel
- Order equipment and supplies, maintain files and records, review invoices and negotiate pricing
- Maintain good working relationships with garbage collector; notify them when containers are missed, dumpsters are dropped off or picked up and schedule extra pick-up days
- Maintain snowplow logs and prepare reports for each snowstorm (number of hours, salt and fuel used and equipment repair)
- Type and proofread reports, letters and memos
- Use mapping program for various repairs, sidewalk grinding and replacement, locating water lines, etc.
- Performs other duties as assigned

What you will get:

- Full benefits; medical, dental, vision, 401k match

- Vacation
- Sick
- 13 Paid Holidays
- Comp Time
- Health Deductible Reimbursement (1/2)
- Tuition Reimbursement
- Life Insurance Policies with AD&D (Employer Paid)
- Spouse and Child Life (Employer Paid)
- Short & Long-Term Disability (Employer Paid)
- Utah Retirement Contributions
- Employee Assistance Program
- Wellness Benefit

***If an employee opts out of Medical and/or Dental Insurance, the City will put the single rate amount into a 401K for employee.*

The “Elbow Grease” of the job:

- Frequent sitting or standing for long periods of time
- Frequent bending, stooping or crouching and occasional lifting up to 20 pounds
- Frequent exposure and some mental pressure and fatigue as a result of human behavior and difficult situations
- Generally, operate within a comfortable office setting with occasional noise
- Daily contact with other employees, vendors and the public

The Environment and Company Culture:

- We care about each other, ourselves and the community in which we serve
- We are a fun, collaborative group that rallies around our dedication to this great community in which we work
- We aspire to greatness, while we also raise one another up
- We promise to support you, give you meaningful challenges, and make your time with us worthwhile

**The above statements are intended to describe the general nature and level of work being performed by the person(s) assigned to this job. They are not intended to be an exhaustive list of all duties, responsibilities and skills required of personnel. The approved class specifications are not intended to and do not infer or create any employment, compensation, or contract rights to any person or persons. This updated job description supersedes prior descriptions for the same position. Management reserves the right to add or change duties at any time.*