

SUMMIT COUNTY SERVICE AREA NO. 3

REQUEST FOR PROPOSALS Assistant Clerk

Deadline for all Proposals is April 6, 2018

Introduction

The Service Area #3 is in need of an independent contractor or employee to serve as its Assistant Clerk. This is a part-time position.

Background and Objective

Summit County Service Area #3 was created by Summit County to operate and manage the water, roads, trails, rights-of-way, and parks within the Silver Creek Estates subdivision, a relatively small rural community located in the Park City area. The Service Area is governmental entity and is subject to the laws and regulations that govern local districts.

Job Description

Under the direction of the Board of Trustees and direct supervision of the General Manager, the Assistant Clerk position is a part time position to support for Service Area #3 activities. The individual in this role it is depended upon to ensure work is performed in an open, efficient and cost effective manner. This position may be combined with another position.

TYPICAL RESPONSIBILITIES INCLUDE:

1. Compiles information submitted by the Board of Trustees, legal counsel, and Service Area employees for the purpose of publishing policies;
2. Posts the agenda for the Board of Trustee meetings following the timeline of Chair and in accordance with the public meetings requirements of the state.
3. Prepares Board of Trustee packages on the day of meetings and assures that both electronic and paper copies are available for Board members. In addition, assures that the electronic information is maintained in the Service Area shared electronic folders for reference during meetings and as part of the minutes.
4. Attends and takes the minutes of the Board of Trustee meetings, and ensures that the Open Meeting Rules of the State of Utah are complied with by publishing the minutes in a timely manner, utilizing electronic recording devices and publishing electronically.
5. Files amendments and other documents as requested by the Board with Summit County,
6. Ensures that the electronic and paper records of the Service Area are compliant with the Government Records Access and Management Act (GRAMA) under the direction of the Board of Trustees and the General Manager,
7. Responds to GRAMA requests under the direction of the Board of Trustees and the General Manager under the provisions of the law,

8. Assists in the annual election of Board of Trustees.
9. Other duties as requested by the General Manager or Board consistent with the role.

QUALIFICATIONS AND SKILLS

Knowledge of:

- Principles and practices of public administration and organization;
- GRAMA;
- Open meeting laws as they apply to Special Service Areas of Utah;
- Election laws and procedures;
- Public filing procedures with appropriate governmental agencies;
- Personal computer operation including word processing applications; and
- Business English, spelling and math.

Ability to:

- Transcribe and word process documents in a timely manner;
- Develop cooperative and harmonious working relationships with members of the Board of Trustees and employees of the Service Area;
- Read and understand regulations and legal documents;
- Travel to alternative work locations and offsite meetings.

Training and Experience:

- Any combination of training, education, and experience equivalent to graduation from high school or GED.
- Progressively responsible work experience of three or more years in a capacity related to communication, court reporting, writing/editing, or an area which involved highly professional minute-taking or documenting official records.

Licenses and/or Certifications:

- Must have a valid Utah drivers license;
- Current Utah Notary Public.

Required Content of Applications

The statement of qualifications and the performance data requested should include the following items:

1. Name and address of the applicant.
2. The education, training, qualifications, experience, and certifications of the applicant.
3. Current and past occupations of the applicant.
4. Names, phone numbers, addresses, of at least three and preferably five professional references.

Proposal Submittal Instructions

All proposals must be delivered to Summit County Service Area No. 3 by 5:00 p.m. on April 6, 2018.

Submit proposals to:

Summit County Service Area No. 3
7215 Silver Creek Rd.
Park City, Utah 84098

Contact Persons:

Marla Howard, General Manager, gm@scsa3.org

Disclaimer

This position may be for an independent contractor, in which case neither the contractor nor the contractor's employees nor personnel will be considered Service Area employees. A successful applicant may be required to perform random drug screening and/or a background check. The contractor will be responsible for all applicable expenses incurred while performing the above services. The contractor will also be responsible for the withholding or payment of all applicable federal, state, and local taxes, including but not limited to income taxes, Social Security taxes, payroll taxes for contractor's employees, as well as any other applicable taxes, contributions, or other obligations imposed by state unemployment or workers compensation acts.

Summit County Service Area No. 3 does not discriminate on the basis of race, national origin, religion, color, sex, age, disability, or genetic information.

This request for proposals is intended to provide only a summary of the key responsibilities and duties required for the contractor. It is not an exhaustive list of the responsibilities and duties that the successful applicant may perform, and the Board of Trustees reserves the right to modify add or change the duties associated with this request for proposals and independent contractor position.

This request for proposal does not, and is not intended to create or infer any employment, compensation, or contractual rights to any person(s).