



**STATE OF UTAH**  
invites applications for the position of:

## **Administrative Operations Director**

**SALARY:** \$42.24 - \$63.44 Hourly

**OPENING DATE:** 02/19/19

**CLOSING DATE:** 03/17/19 11:59 PM

**NUMBER OF OPENINGS:** 1

**BENEFITS:**

This position is eligible for a full benefits package including medical, dental, life, and long-term disability insurance, a retirement plan, plus paid leave to include annual, sick, and holiday pay. The State requires employees to receive their pay through direct deposit. If selected, you will receive more information about these benefit options and enrollment information through our onboarding process and during your first week or two on the job.

**CRIMINAL BACKGROUND CHECK:**

You must successfully pass a criminal history check.

**DRIVER LICENSE REQUIREMENTS:**

Employees hired for this recruitment will be subject to the Driver Eligibility standards found at the following link:  
<https://rules.utah.gov/publicat/code/r027/r027-007.htm#T3>

**PHYSICAL ADDRESS:**

195 N 1950 W, Salt Lake City, Utah

**RECRUITER NAME:**

Crystal Haywood

**OVERTIME EXEMPT:**

Yes

**SCHEDULE CODE:**

AD - Employees Reporting to Dept. Head, Commissioners, or Dept. Director - At will: Employees in this position serve at the pleasure of the appointing officer in an at will status and may be terminated at any time without cause. This is not a career service position.

**EEO STATEMENT:**

The State of Utah is an equal opportunity employer. Hiring is done without regard to race, color, religion, national origin, sex, sexual orientation, gender identity, age or disability. Reasonable accommodations provided to known disabilities of individuals in compliance with the Americans with Disabilities Act. For accommodation information or if you need special accommodations to complete the application process, contact the Dept. of Human Resource Mgmt. at 801-538-3025 or TTY 801-538-3696.

**FMLA NOTIFICATION:**

FMLA Compliance: The State of Utah complies with the Family Medical Leave Act that entitles eligible employees of covered employers to take unpaid, job-protected leave for specified family

and medical reasons with continuation of group health insurance coverage under the same terms and conditions as if the employee had not taken leave. Information is available at <https://www.dol.gov/whd/regs/compliance/posters/fmlaen.pdf> or <https://www.dol.gov/whd/regs/compliance/posters/fmlasp.pdf> (Spanish)

## **JOB DESCRIPTION:**

The Utah Department of Environmental Quality is seeking an Administrative Operations Director. This position will report directly to the Executive Director of the Utah Department of Environmental Quality and be responsible for the coordination and management of facilities and administrative services within the department.



### **Principle Duties**

The Administrative Operations Director will:

- Direct and coordinate all financial activities of the department.
- Monitor department and division budgets.
- Review fiscal policies and procedures.
- Monitor and coordinate all information technology activities of the department in cooperation with the Department of Technology Services.
- Monitor and enforce compliance with agency policies, procedures and business practices, and recommend revisions as necessary.
- Coordinate with external agencies and stakeholders to ensure efficient operation of the department and compliance with applicable rules, policies and procedures.
- Monitor and support activities of interagency workgroups.
- Evaluate internal operations, processes and procedures for quality and effectiveness, make recommendations for improvements.
- Supervise personnel including; hiring, delegating assignments, training, monitoring and evaluating performance, and initiating corrective action as needs.

### **Ideal Candidate**

The best person for this position has:

- The ability to listen to and comprehend complex information and ideas.
- The ability to effectively communicate complex information and ideas.
- Experience in budget management.
- Experience managing information technology and complex computer systems.
- Experience working with elected officials and the legislative process.
- Experience working with the public and private sectors on difficult and complex policy issues.
- Experience supervising personnel including: hiring, determining workload, delegating, recognizing accomplishments, training, evaluating performance, and initiating corrective or disciplinary actions.
- Experience improving organizational performance.

### **Why You Should Join Our Team**

As a benefited employee of the Department of Environmental Quality, you will receive great health and retirement benefits. Click [here](#) to view a summary of the benefits we offer. We also provide generous paid time off so you can spend more time with your family and have a positive work-life balance. You will work on important public policy issues to benefit state residents.

**The Agency**

For more information about the Department of Environmental Quality, click [here](#).

**SUPPLEMENTAL INFORMATION:**

- Risks found in the typical office setting, which is adequately lighted, heated and ventilated, e.g., safe use of office equipment, avoiding trips and falls, observing fire regulations, etc.
- Typically, the employee may sit comfortably to perform the work; however, there may be some walking; standing; bending; carrying light items; driving an automobile, etc. Special physical demands are not required to perform the work.

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APPLICATIONS MAY BE FILED ONLINE AT:

<https://statejobs.utah.gov>

Position #18909  
ADMINISTRATIVE OPERATIONS DIRECTOR  
CH

2120 State Office Building  
Salt Lake City, UT 84114  
801-538-3025

[statejobs@utah.gov](mailto:statejobs@utah.gov)

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**Administrative Operations Director Supplemental Questionnaire**

1. For consideration for this position, please email your resume and a cover letter to Crystal Haywood at [chaywood@utah.gov](mailto:chaywood@utah.gov) with Administrative Operations Director in the subject line.