
EMPLOYMENT ANNOUNCEMENT

Wasatch County Manager's Office seeks full time time-limited Management Intern. Grade E \$21.92-\$23.61. This time-limited position works under general direction, performs research, studies budget and administrative systems, policies and practices, and analyzes financial and operating activities and procedures on an entry-level professional basis. Evaluates findings and assists in preparing specific financial and management reports. Requires equivalent to a Bachelor's Degree from an accredited college or university with preferable coursework in Business, Public Administration, Accounting, or a related field. Wasatch County Applications and complete job description are available from the Wasatch County Personnel Office 55 S 500 E Heber City UT or online at www.wasatchcounty.gov/employment. Completed application, cover letter, and copy of current Resume must be submitted to the Personnel Office at the above address or emailed to: personnel@wasatch.utah.gov. Recruitment is open until filled, with first review of applications to occur Friday, March 14, 2025. Wasatch County is an EOE.

WASATCH COUNTY JOB DESCRIPTION

TITLE: Management Intern
GRADE NUMBER: Grade E \$21.92-\$23.61
EFFECTIVE DATE: April 2023 Revised 01-2025
DEPARTMENT: County Manager's Office

JOB SUMMARY

Under general direction, performs research, studies budget and administrative systems, policies and practices, and analyzes financial and operating activities and procedures on an entry-level professional basis. Evaluates findings and assists in preparing specific financial and management reports. Exercises no supervision.

ESSENTIAL FUNCTIONS

- Conducts budget and program analysis, organizational and administrative field studies, and statistical analysis of research data.
- Analyzes, researches, and monitors various financial and management reports.
- May handle phone inquiries regarding information concerning various programs from other departments.
- May be asked to attend or serve on various administrative, citizen committee meetings, and County subcommittee meetings.
- Monitors work processes of assigned departments to improve operations, while providing value added customer service.
- Performs related duties and fulfills responsibilities as required.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of principles, methods, and practices of public administration, governmental finance, budgeting, accounting, and research techniques.
- Knowledge of computer software and hardware applications.
- Ability to operate a computer keyboard and other basic office equipment.
- Ability to communicate by phone or in person in one-to-one or group settings.

- Ability to analyze and recommend solutions to management and organizational problems.
- Ability to assist in the preparation of budgets and accounting systems.
- Ability to work cooperatively with other employees, elected officials, agents or other governmental entities and the general public.

PHYSICAL DEMANDS

Working conditions are primarily inside an office environment. Physical requirements include occasional lifting/carrying of 25 pounds; visual acuity, speech and hearing; hand and eye coordination and manual dexterity necessary to operate a computer keyboard and basic office equipment. Subject to sitting, standing, reaching, and walking to perform the essential functions. Working conditions are primarily inside an office environment.

WORKING CONDITIONS

Work is performed in an environmentally controlled building.

EDUCATION AND EXPERIENCE

- Bachelor's Degree from an accredited college or university with preferable coursework in Business, Public Administration, Accounting, or a related field.

LICENSING AND CERTIFICATION

Incumbent must possess a valid State of Utah Driver's License.

****This description lists the major duties and requirements of the job and is not all-inclusive. Incumbent(s) may be expected to perform job-related duties other than those contained in this document and may be required to have specific job-related knowledge and skills.**