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## EMPLOYMENT ANNOUNCEMENT

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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](http://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](mailto:personnel@wasatch.utah.gov). Recruitment is open until filled, with first review of applications to occur Friday, May 2, 2025. Wasatch County is an EOE.

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### 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

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#### 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.**