



JOB DESCRIPTION

TITLE: Youth Council Advisor
DEPARTMENT: City Manager
GRADE: 8
FLSA: Non-Exempt
EEO DESIGNATION: Administrative Support
REVISION DATE: 6/11/2015

POSITION SUMMARY

Under the direction of the City Manager or their designee, the Youth Council Advisor works with the Mayor's Youth Council to provide the opportunity for them to develop leadership and citizenship skills while learning about city government. The Youth Council Advisor acts as a resource to the Mayor's Youth Council and helps to coordinate its meetings, activities, conferences and assist with other administrative duties as assigned or needed.

ESSENTIAL FUNCTIONS:

- Contact members of the Mayor's Youth Council and volunteer adult representatives concerning meetings.
- Capture and distribute minutes of the meetings to all members of the Mayor's Youth Council.
- Assist the Mayor's Youth Council in creating agendas for its meetings and scheduling meetings.
- Notify the parents of the Mayor's Youth Council members about events and obtain the needed parental permission and clearances for participation in events and conferences.
- Monitor the expenses of the Mayor's Youth Council and see that the budgeted amount is not exceeded.
- Collect required information for conference attendance by the Mayor's Youth Council members and attend conferences as the adult chaperone.
- Prepare reports related to the activities of the Mayor's Youth Council and present information to the City Manager, Mayor, and City Council related to activities when necessary.
- Perform other duties as assigned.

MINIMUM QUALIFICATIONS:

Must be a high school graduate or G.E.D. equivalent plus one (1) year of responsible experience related to above duties. The Youth Council Advisor must have the ability to communicate effectively and to work well with youth and adults. The person in this position must have an understanding of city government and the ability to accomplish duties in a timely manner. Must possess a valid Utah Driver's License.



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KNOWLEDGE, SKILLS AND ABILITIES

1. An understanding of local city government and how it functions in relationship to other government entities.
2. Communicate effectively verbally and in writing.
3. Ability to work with youth and adults.
4. Ability to promote team building skills.
5. Computer skills including the ability to operate computerized programs; such as Word, Excel, Outlook and PowerPoint.
6. Evaluate programs and procedures; exercise independent judgment in evaluating situations and in making recommendations.
7. Operate a variety of media and office equipment, personal computer and apply various program applications related to word processing and desktop publishing.
8. Develop effective working relationship with members of Mayor's Youth Council, parents, the community, city employees, Mayor and City Council.
9. Excellent customer service orientation and skills are essential.
10. Must have the ability to meet expected deadlines and attain measurable results as defined by the City Manager or their designee.

WORKING CONDITIONS AND PHYSICAL DEMANDS:

Generally comfortable and typical office conditions with appropriate climate controls. Tasks require variety of physical activities, not generally involving muscular strain. Periodic regional and local travel required in the normal course of job performance. Attendance at some evening functions or irregular working hours may be required. Talking, hearing and seeing, are essential to job performance. Common eye, hand, finger dexterity required. Mental application utilizes memory for details, verbal instructions, emotional stability, discriminating thinking and creative problem solving. Drives a vehicle and transports others as needed and authorized.

The City of Draper is an equal opportunity employer without regard to race, color, religion, national origin, disability, genetic information, sex or age.

The intent of this job description is to provide a representative summary of the major responsibilities and duties performed on the job. It is not intended to be an exhaustive list of all job-related duties and responsibilities that an employee may perform. An employee in this position will be required to perform any other job-related duties required by their supervisor. This job description is not intended to and does 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.