



Work with the Central Wasatch Commission

Director of Operations

40 hours/week

About the Central Wasatch Commission

The Central Wasatch Commission is an inter-governmental entity with jurisdictions in the Town of Alta, the Town of Brighton, Cottonwood Heights, Millcreek City, Park City, Salt Lake City, Sandy City, and Summit County, with the Uinta-Wasatch-Cache National Forest, Utah Transit Authority, and Metropolitan District of Salt Lake and Sandy as ex-officio members. Building on the work of Mountain Accord, the CWC seeks to engage the public, build consensus, and coordinate the actions in the Central Wasatch Mountains. Learn more at cwc.utah.gov.

We offer great benefits for employees:

- No one is paid less than \$70k annually before benefits, for 40 hours of work per week;
- Health, dental, and vision insurance provided through the Public Employees Health Plan (PEHP) for full-time employees;
- Enrollment in the Utah Retirement System (URS) with options between a 401K or pension plan for full-time employees;
- A hybrid work week, two days in-office, three days working from home, with in-person meetings as necessary;
- A laptop computer is provided for all employees; and
- Generous paid vacation and sick leave.

People passionate about the Central Wasatch Mountains, local government, and public service, should consider working with the Central Wasatch Commission. People who are queer, transgender, non-binary, Black, Indigenous, people of color, disabled, parents, or anyone who has experienced systemic oppression are encouraged to apply.

Description of the Role

We are looking for a highly motivated and organized Director of Operations who will work with the Executive Director in the maintenance of the everyday operations of the Central Wasatch Commission. This person will have excellent written and verbal communication skills, organizational skills, existing knowledge of government administration, and of the Central Wasatch Commission and its work.

Responsibilities

- Manages office administration and operations including treasury issues, leasing issues,



contracts, consulting agreements, and financial reporting;

- Facilitates the coordination of public meetings, including scheduling and preparing materials committee and board meetings. This includes preparing copies of materials, public meeting packets, presentations, and sending out meeting notices;
- Works with the Executive Director to maintain the CWC organizational budget and audit records as the CWC's Budget Officer;
- Manages organizational bookkeeping;
- Maintains public information and support as the CWC's Records Officer;
- Assists with the implementation of CWC policies and procedures;
- Assists the Executive Director in strategic planning, and annual Board Retreat planning;
- Working with the Community Engagement Coordinator, facilitates the annual Short-Term Project Grant program;
- Works to plan, coordinate, and implement the first annual Wasatch Symposium event;
- Liaises with the CWC Stakeholders Council and Youth Council, as directed by the Executive Director;
- Represents the CWC in and around the Central Wasatch Mountains including stakeholder events, Youth Council events, and trail-maintenance workdays;
- Builds and maintain relationships throughout the study area on behalf of the CWC; and
- Other work as assigned by the Executive Director.

Required Qualifications for the Role

- At minimum, graduation from an accredited college or university with a bachelor's or graduate degree in public administration, business management, or related subject, and five years of work experience in government administration;
- Demonstrated knowledge of the principles and practices of public administration including budgeting, government audits, meeting recording, accounts payable, contracting, and legal issues;
- A commitment to the Central Wasatch Mountains, and demonstrated understanding of the CWC's mission and work;
- Currently residing in Summit County, Utah, or Salt Lake County, Utah;
- Ability to travel within the CWC study area for work;
- Excellent writing and communication skills with an acute attention to detail;
- Fluency in G Suite and Microsoft Office Suite;
- Ability to quickly learn and absorb new software;
- Ability to work both independently and in a team; and
- Ability to commit to 40 hours of work per week during standard business hours Mountain Time, with the potential for some nights and weekends.



Working Conditions

- Light physical effort. Mostly comfortable working positions, handling light weights, intermittent sitting, standing, and walking; and
- Frequent exposure to stress as a result of human behavior and the requirements of the job.

Offered Compensation

- \$70,000 - \$100,000 annually;
- Health, dental, and vision insurance provided through the Public Employees Health Plan (PEHP);
- Enrollment in the Utah Retirement System (URS) with options between a 401K or pension plan;
- A hybrid work week, two days in-office, three days working from home, with in-person meetings as necessary;
- Use of a CWC laptop computer; and
- Generous paid vacation and sick leave.

Reports To

The CWC Executive Director.

How to Apply

To apply, please send your cover letter, resume, and a list of three references (name, position, relationship, phone number, and email address – we will not contact your references without notifying you first.) in a single PDF to Lindsey Nielsen at lindsey@cw.utah.gov with the subject line “Director of Operations Application.” Please include your name and pronouns in all documents.

The Interview Process

1. The CWC selection committee will review your application materials.
2. If you meet the required qualifications for the role, you will be invited to participate in a formal 30-45 minute interview with the selection committee during which you’ll be asked a series of pertinent questions.
3. The selection committee will deliberate.
4. You may be asked to interview for a second time.
5. The selection committee will make a final decision and contact you.



Details

- Application deadline: July 26, 2023.
- Applications reviewed on a rolling basis.
- Anticipated start-date: the position will remain open until filled, however, we are looking to fill the position immediately.

Employment Type

- Exempt, full-time, 40-hours per week.