

Building and Planning Administrator

Department: Planning and Zoning
Reports to: Deputy Director
FLSA Status: Non-Exempt
Pay Range: \$12.50 - \$14.50 per hour

FULL-TIME POSITION

The Building and Planning Administrator facilitates the day-to-day permitting and office duties of the Planning and Zoning Department for Wagoner County. This person provides customer service, policy explanation, program implementation, event management, while conducting internal County business, and support for the office.

The Building and Planning Administrator has partial responsibility for these areas:

ESSENTIAL JOB FUNCTIONS:

- Provides exceptional customer service to the public by assistance with inquiries in person, and via telephone, mail, and e-mail.
- Administer the building permit program for all Wagoner County unincorporated areas.
- Ability to learn permitting management system software specific to Wagoner County.
- Ability to read and understand documents of property conveyance and easements filed with the County Clerk's Office.
- Ability to operate all Microsoft Office suite software with emphasis on Outlook, Word, and Excel.
- Prepares and sends all documentation for publication in local newspaper including, but not limited to Planning Commission minutes, and request for changes in zoning.
- Event planning for public and organizational events, forums, and meetings.
- Prepares meeting schedules for Planning and Zoning Staff.
- Maintains all Planning and Zoning records to include building permits, floodplain permits, zoning changes, subdivisions of land, agendas, and minutes.
- Ability to maintain a ledger with all earnings and expenses of the Planning and Zoning office as outlined by Director.
- Ability to understand and report monthly on account and budgeting information.
- Correctly Interpret all regulatory codes and statutes.

- Navigate the county purchasing system and adhere to all statutory laws and local regulations.

NON-ESSENTIAL JOB FUNCTIONS:

- Prepares the monthly newsletter and social media postings for public dissemination.
- Acts as Safety Coordinator for Planning and Zoning office including determination of dates and subject matter. Contracts with presenters/instructors.
- All other tasks as assigned by the Director and Deputy Director

SKILLS/QUALIFICATIONS: Administrative Skills, Verbal and Written Communication, Strong Organizational and File Maintenance Skills, Ability to Multi-task and Organize, Must Demonstrate Professionalism, Leadership and Teamwork. Strong Computer Skills required.