

Administrative Assistant to Planning and Zoning Director

Department: Planning and Zoning
Reports to: Deputy Director
FLSA Status: Non-Exempt
Pay Range: \$10.00 - \$12.00 per hour

FULL-TIME POSITION

The Administrative Assistant facilitates the efficient day to day administration administrative duties in support of Planning and Zoning. This person helps with the implementation of services, policies, and programs and assists the public, county managers and elected officials with information requests and issues.

The Administrative Assistant 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.
- Ability to operate all Microsoft Office suite software with emphasis on Outlook, Word, and Excel.
- Disperses appropriate documentation relative to department meetings as directed.
- Prepares and sends all documentation for publication in local newspaper including, but not limited to Planning Commission Minutes, and request for changes in zoning.
- 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.
- Ability to understand and report monthly on account and budgeting information.
- Manage and perform all inspection requirements for the utility permitting program

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 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.