
EXEMPT (Y/N):	No	JOB CODE:	CSC
DEPARTMENT:	Land Development Services	CLASSIFICATION:	012
SUPERVISOR:	Director	SALARY RANGE:	26
UNION (Y/N):	Yes	LOCAL:	Courthouse 1442

GENERAL STATEMENT OF DUTIES: Perform a complex variety of administrative, oversight and secretarial duties in support of the Department. Do related work as required.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

Assist Director in planning and supervising front office operations and other special projects.

Assist in development and implementation of policies and procedures affecting departmental operations and maintenance.

Assist Director in preparation of annual department budget. Monitor fiscal operation of department and report to the Director with recommendations to remain within budgetary constraints. Assist in the preparation of annual estimated personnel, supplies and equipment needs/costs.

Assist the public in completing applications for electrical, plumbing, mechanical or septic tank, residential construction, conditional use, variances, exceptions, manufactured dwellings, etc. Ensure that necessary supporting documents are supplied so that a decision can be rendered by the appropriate division.

Process applications for zoning, building, plumbing, heating, sanitation, electrical and manufactured home site permits. Obtain necessary information to assess proper fee. Notify applicants regarding action taken on their application.

Perform research on property tax or zoning information per public requests.

Maintain records, monitor contacts and expenditures and submit claims for approval to Accounting. Make weekly deposits, maintain and reconcile account ledgers. Collect and compile data for program planning and evaluation.

Establish and maintain effective working relationships with all levels of government, private agencies, and associations regarding department operations.

Attend meetings and seminars as requested or directed.

Maintain accurate time records for department employees, including volunteers and temporary employees. Prepare necessary payroll records for transmittal to Accounting. Compute overtime/compensatory time. Prepare draw slips and personnel action forms for department employees. Assist employees with questions on employment benefits, insurance, etc.

Maintain an accurate and extensive filing system relating to department activities, training and

personnel issues.

Order supplies and equipment and keep accurate records of inventory.

Perform administrative and secretarial duties in support of the Department, including word processing, information compilation, operation of standard office equipment, maintaining files, and answering telephones.

Respond to inquiries from the general public, other departments and agencies. Explain policies and procedures.

Follow all safety rules and procedures established for work areas. Comply with all County policies and procedures.

SUPERVISORY RESPONSIBILITIES: Supervise front office administrative support staff. Carry out supervisory responsibilities in accordance with the County's policies, procedures, labor union agreements and applicable laws. Responsibilities include interviewing, recommendations to the Director on hiring, training employees; planning, assigning and directing work; appraising performance; rewarding and disciplining employees, addressing complaints/grievances and resolving problems. Coordinate all personnel functions with the Director.

SUPERVISION RECEIVED: Work independently without direct supervision under the general direction of the Director who provides policy and administrative direction and reviews performance.

QUALIFICATIONS To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE: Equivalent to an Associate's degree in business, office management or related field. Four years of progressively responsible experience in the general field of office management with at least two years working in the land use field. Any satisfactory equivalent combination of experience and training which, in the opinion of the Chief Examiner, demonstrates the ability to perform the above described duties may be acceptable.

KNOWLEDGE, SKILL AND ABILITY: Considerable knowledge of bookkeeping and accounting principles and practices. Considerable knowledge of office management methods and procedures. Strong familiarity with the use and operation of all types of standard office equipment and with the use of personal computers and business software, such as word processing, spreadsheets and databases. Knowledge of laws and procedures relating to land use issues and inspections.

Ability to enforce all laws, regulations, ordinances and standards consistently to ensure maximum compliance and to protect the public health and safety. Ability to promote excellence in the workplace, dependable performance, responsible customer service, price, initiative, commitment, cooperation, safety and a team approach for the smooth and efficient operation of the Department. Ability to perform detailed work involving written or numerical data and to make arithmetical calculations rapidly and accurately. Ability to act independently in the absence of supervision and instructions. Ability to prioritize and accomplish quickly and efficiently a large number of diverse tasks. Ability to communicate effectively both verbally and

in writing. Ability to follow and to motivate others to follow standard procedures and practices. Ability to maintain harmonious and effective working relationships with fellow employees, other agencies, County officials and the general public.

Skill in the use and operation of office equipment and personal computers.

PHYSICAL DEMANDS The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical demands for the position while in the office are typically minimal, involving the movement of files, books, equipment, etc., seldom exceeding 25 pounds.

WORK ENVIRONMENT The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

General office environment.