



BOONE COUNTY JOB DESCRIPTION

JOB TITLE: <u>Administrative Coordinator</u>	NEW: <u>X</u>	REVISED: <u> </u> <small>(Please check one)</small>
REPORTS TO: <u>Director, Resource Management</u>	FLSA: <u>Non-Exempt</u>	DATE: <u>01/16</u>
DEPARTMENT: <u>Resource Management – Planning Division</u>	JOB CODE: 600	

SUMMARY:

Under general supervision, the Administrative Coordinator provides administrative support to the Resource Management department, including customer service, record keeping, and processing applicable documents and information for the Planning Division.

ESSENTIAL FUNCTIONS: *(Essential functions, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills, and other characteristics. This list of tasks is ILLUSTRATIVE ONLY, and is **not** a comprehensive listing of all functions and tasks performed by incumbents of this class.)*

Performs clerical work in support of the Planning Division of the Resource Management department such as the following: prepares letters, correspondence, forms and other documents; receives, sorts and distributes incoming mail; maintains copies of documents; operates computers, maintains and updates files and databases; takes and transcribes meeting minutes; generates computer reports; performs word processing; operates office equipment; answers division phone lines and e-mail and directs inquiries to the appropriate staff; provides administrative support for the Building Codes and Engineering divisions as needed.

Provides customer service to the public by e-mail, phone and in person; maintains Resource Management and Stormwater email accounts; responds to inquiries, completes Sunshine Law requests and ensures compliance; issues building permits; schedules inspections; maintains rezoning, conditional use, and variance applications; assists the public by referring them to sources of information such as policies, procedures, and regulations.

Acts as the Resource Management liaison during Stormwater conferences; assists in organizing events; processes incoming registrations and fees; provides administrative duties for attendees.

Provides administrative support to the Planning & Zoning Commission; accepts rezoning and conditional use applications; creates queries of neighboring property owners and distributes mailings and notifications; prepares documents for Planning & Zoning meetings; aids in the set-up and completion of Commission meetings in Commission Chambers; takes minutes and keeps track of attendance at meetings; transcribes and distributes minutes; maintains files; bills property owners for mailing and public notice fees; proofs newspaper notices and ensures invoices reconcile to contracted amounts.

Provides administrative support for the Zoning Board of Adjustment; accepts requests, creates queries of neighboring property owners and distributes mailings and notifications; prepares documents for Zoning Board meetings; aids in the set-up and completion of Zoning Board meeting by taking and transcribing minutes, distributing member packets and maintaining member files; bills property owner for mailings and public notice and recording fees; prepares, notarizes and records certificates of decision; proofs newspaper notices and ensures invoices reconcile to contracted amounts.

Creates and maintains land disturbance permit files; maintains records of security deposits and maintenance agreements; notifies banks of released security and prepares letters to property owners and contractors; reviews land disturbance inspections and notifies supervisor of non-compliance; schedules follow-up inspections as necessary.

Provides accounts payable support for the Planning and Stormwater divisions by reconciling purchasing card activity and preparing pay requisitions as needed; monitors upkeep of office scanner, copier and fax machines and keeps track of usage for proper billing; orders and changes toner cartridges; schedules recycle bin pickup for smaller communities within Boone County.

Updates and edits department website and adds meeting minutes, agendas, and notices to the public as needed; maintains department employee directory; prepares and mails annual Mobile Home Park Licenses and verifies accuracy of information.

Assists in the coordination and planning of division employee travel by making hotel and travel reservations, registering employees for conferences, and preparing forms for employee travel reimbursement; trains and informs employees of regulations and policies prior to travel.

Performs other duties as assigned.

KNOWLEDGE AND SKILL:

1. Knowledge of personal computers and standard software applications relevant to assigned functions, including Microsoft Word and Excel.
2. Knowledge of filing and financial record keeping systems.

3. Knowledge of general office procedures and practices.
4. Knowledge of English grammar, punctuation, and spelling; advanced skill in communicating effectively using the English language, both orally and in writing.
5. Skill in mathematics sufficient to take and receipt cash money, accurately calculate and give change, balance a cash drawer and perform calculations using addition, subtraction, multiplication and division.
6. Skill in establishing, and maintaining cooperative working relationships with co-workers, other County employees, and the public.
7. Advanced skill in the ability to communicate in a non-biased manner with people of diverse ethnic, socio-economic, and religious backgrounds.
8. Advanced skill in application of State and Federal guidelines, rules and statutes to perform essential functions of position.
9. Ability to maintain a high level of accuracy and attention to detail.
10. Ability to learn and apply department policies, procedures, documents and terminology affecting assigned functions.
11. Advanced ability to work independently and follow instructions.

PHYSICAL DEMANDS:

The majority of work is performed in a professional office setting and is generally sedentary. Must possess vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone.

Position requires CONTINUOUS sitting, upward and downward flexion of neck; fine finger dexterity and light to moderate finger pressure to manipulate keyboard, equipment controls, and other office equipment; pinch grasp to manipulate writing utensils. FREQUENT side-to-side turning of neck, walking, standing, bending and stooping, pushing/pulling, twisting at waist, moderate wrist torque to twist equipment knobs and dials; lifting objects weighing up to 25 lbs. from below waist to above shoulders and transporting distances up to 50 yards. OCCASIONAL squatting, kneeling, reaching above and at shoulder height, moderate grasping to manipulate objects; lifting objects weighing 20-35 lbs from below waist to above shoulders and transporting distances up to 50 feet.

WORK ENVIRONMENT:

This job operates in a professional office environment. Professional attire required. This position routinely uses office equipment such as computers, calculators, multi-line telephones, photocopiers, large format printers and scanners, binding machines, hand-held recording devices, filing cabinets and fax machines. This position is routinely in contact with the public, other Boone County employees, elected officials and members of other entities. This position must attend meetings outside of regular working hours, often past 10:00p.m.

MINIMUM QUALIFICATIONS:

High School Diploma or GED equivalent, plus 2 years of clerical experience.

PREFERRED QUALIFICATIONS:

A member of the Notary Public, or the ability to become a member of the Notary Public, plus the ability to type 45 WPM.

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

APPROVALS:

Department Director: _____ Date: _____
(Signature)

HR Director: _____ Date: _____
(Signature)