



BOONE COUNTY JOB DESCRIPTION

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| 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 – Inspections 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 Inspections 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 Inspections Division of the Resource Management department including 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; completes Sunshine Law requests, and ensures compliance; generates computer reports; performs word processing; operates office equipment; answers division phone lines and e-mail and directs inquiries to the appropriate staff; tracks payroll for Inspections Division employees; provides administrative support for the Inspections and Planning Divisions as needed.

Provides customer service to the public by e-mail, phone, and in person; maintains division email accounts; responds to inquiries, issues residential and commercial 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.

Communicates with building and construction inspectors and schedules inspections.

Issues both residential and commercial building permits; maintains files and records; calculates and applies building permit fees accordingly; issues permits as needed for driveways and right-of-way permits; issues permits for onsite wastewater permits for the Health Department; maintains and tracks applicable information; prepares and mails out invoices for permit deposits and permit fees; files completed residential and commercial permits.

Logs commercial plans and prepares plans for departmental review; calculates and collects review fees if necessary; tracks, documents and maintains progress of each stage of the approval process; calculates building permit fees and mails issued permits.

Acts as liaison between Resource Management and the small cities in Boone County; enters and processes permits for small cities when submitted and prepares temporary and final occupancy permits.

Acts as liaison between Resource Management and the Boone County Regional Sewer District and the Boone Electric Cooperative; documents applicable information and notifies electric companies when an electrical service has been inspected and approved for power.

Acts as liaison between Resource Management and Ameren UE in Jefferson City and Moberly; acts as liaison between Resource Management and the Boone County Fire District and the Southern Boone County Fire Protection District; acts as liaison between Resource Management and the Environmental Health Department.

Provides accounts payable support for the Inspections Division by reconciling purchasing card activity and preparing pay requisitions as needed;

Orders supplies and forms for Inspections division; assists in the coordination and planning of division employee travel by making hotel and travel reservations; registers employees for conferences and prepares 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.
9. Ability to work independently and follow instructions.
10. Ability to maintain a high level of accuracy and attention to detail.
11. Ability to learn and apply department policies, procedures, documents and terminology affecting assigned functions of position.

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 may attend meetings outside of regular working hours.

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)