

WASHINGTON COUNTY

Job Description

JOB TITLE: Public Works Support Coordinator

Exempt (Y/N): No

DEPARTMENT: Planning

DATE REVISED: Oct 2015

SUPERVISOR: Planning Director

SUMMARY:

The incumbent provides general secretarial assistance, acts as receptionist and answers the telephone for most departments in the County Operations and Maintenance Building (currently: Environmental Affairs and Planning). Ensure that all office functions are performed efficiently and in a professional and timely manner to maintain office continuity. The incumbent is essentially the gatekeeper for the offices as well as providing secretarial support.

The position requires an intense amount of public contact, as well as contact with a variety of other departments, businesses, and agencies. Excellent communication and interpersonal skills are required. The incumbent must perform all tasks with minimal supervision from the Department Director. Organizational skills and good knowledge of computers is required.

The incumbent should initiate and install new ideas for efficient operations. Ensure that each situation is handled according to County, State and Federal policies and guidelines.

ESSENTIAL DUTIES AND RESPONSIBILITIES INCLUDE THE FOLLOWING. Other duties may be assigned.

1. Greet individuals entering the offices, provide information, or direct them to the appropriate individual or to the appropriate departments.
2. Answer telephones for all departments as needed (Planning, Environmental Affairs), direct phone calls to appropriate person, or take messages in a polite and efficient manner.
3. Resolve problems and deal with customers in a professional manner.
4. Perform secretarial duties which include word processing, data entry, photocopying, filing, prepare and send mailings/correspondence, open/distribute mail, FAX documents, billing records, and help in the building and maintenance of all databases. This function is based on department heads turning all necessary information in to complete task according to time schedule.
5. Maintain office files in an accurate and efficient manner.
6. Maintain office equipment in working condition. Call for service and/or repair, as required.
7. Receive, review, and follow-up on various reports/printouts, etc.
8. Maintain adequate supplies for the office. Reorder, as necessary.
9. Maintain calendars as required.

10. Obtain purchase orders as needed.
11. Responsible for accepting Address applications for new residences and utilities. This entails the following:
 - Helping County residents with all portions of the application submittal process
 - Looking up and printing out aerial maps of each property
 - Checking each application for floodplain and zoning compliance
 - Submitting applications to the Planning Office (if further planning review is required)
 - Submitting all applications to the DEM/911 Office for addressing
 - Making sure that all digital filing procedures are followed for address applications
12. Send out new address notifications to post offices, utility companies and owners.
13. Create and send press releases.
14. Receive and give receipts for 911 map-book and Planning Department map fees.
15. Responsible for all monies taken in by the Planning Office and corresponding deposits to the County Treasurer's Office.
16. File subdivisions and Administrative Planning Department transactions.
17. Prepare and mail Planning Board Packets.
18. Receive and make receipts for all Planning review fees.
19. Take solid waste and junk yard complaints and enter into the database as well as a create a hard copy.
20. Conduct all liaison activities in a professional manner to ensure maximum cooperation between and among County and other agencies.
21. Ensure that all activities are professionally and ethically performed in accordance and within the law to protect the individual rights of all citizens in Washington County.
22. Ensure that all duties assigned are performed in an efficient and responsible manner according to office policy and procedures.
23. Keep an up-to-date working knowledge of the activities and actions of each department.
24. Take and transcribe minutes for the Planning Board Meetings (as needed).
25. Read newspapers to be aware of the happenings of Washington County cities and to determine which articles are relevant to Washington County Planning (any past or present projects submitted), and any City planning offices. These articles must then be archived in a searchable fashion.

26. Scans and enters all Pcard receipts for the Planning Office and Environmental Affairs Office into the Sungard system.
26. Collects and receipts money for stormwater receipts (Environmental Affairs).
27. Prepares tire paperwork for Environmental Affairs Office.
29. Files, emails, and sends septic paperwork to the appropriate parties for the Environmental Affairs Office.
30. Provides information about all departments (Planning, Environmental Affairs, and Fire Marshal) and department services and processes to the public (citizens and businesses).
31. Available to assist County Coroner with other office duties upon request.

QUALIFICATION REQUIREMENTS:

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:

Minimum of high school diploma or general education degree (GED); with some clerical/secretarial schooling and/or word processing training; and 1 to 1 2 years previous secretarial/clerical experience in general office skills.

OTHER SKILLS and ABILITIES:

The incumbent should possess good communication skills, as frequent contact is required with the public and others. Also, should have knowledge of modern office practices, procedures, and equipment. The incumbent should also possess good organizational skills for prioritizing workloads of two departments. Clerical/Secretarial skills include computer skills, software application knowledge, accurate typing, calculator (10 key), copier, etc.

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.

While performing the duties of this job, the employee is regularly required to sit, talk, hear, and use hands to finger, handle, or feel objects. The employee must occasionally walk, reach with hands and arms, and kneel or crouch. The employee must occasionally lift and/or move up to 25 pounds.

Specific vision abilities required by this job include the ability to adjust focus and close vision.

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.

The noise level in the work environment is usually moderate.

|