CAMPBELL COUNTY FISCAL COURT
POSITION DESCRIPTION

Position Title:	Administrative Assistant - Planning & Zoning
Department:	Planning & Zoning Department
Reports To:	Planning & Zoning Director
FLSA Status:	Non-Exempt, hourly
Employment Status:	Full Time – 80 hours Biweekly
Pay Grade:	3

SUMMARY:
The Administrative Assistant serves as the primary technical assistant for Planning and Zoning department and maintains records of business transactions related the department which includes planning, zoning and building inspections.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES: includes, but are not limited to:

- Welcomes on-site visitors, provides in-person and telephone customer service determining the nature of business and providing applications, general information and direction to appropriate team member;
- Serves as the secretary for boards and commissions served by the Planning & Zoning department (maintaining meetings schedules, publishing legal notices, preparing meeting packets, attending meetings, preparing minutes and maintaining the administrative record);
- Attends public meetings as requested;
- Accepts and processes applications submitted to Planning & Zoning department and refers the application to the appropriate team member;
- Maintains text updates to the zoning ordinance and subdivision regulations as requested;
- Assists the Building Permit Clerk with data entry and processing of building permits;
- Schedules daily inspections and appointments for planning and building team members;
- Assists with data collection, records organization and file retention for the department;
- Prepares monthly Planning & Zoning reports as requested;
- Assists with interagency requests for addressing and encroachments as requested;
- Prepares or composes informational summaries, transmittal letters, or other documents related to the work of the department;
- Serves as a review editor for other team members;
- Assumes duties/responsibilities of coworkers and performs other duties as assigned.

QUALIFICATIONS (KNOWLEDGE, SKILLS, AND ABILITIES):

- Excellent interpersonal skills and ability to interact tactfully and courteously with coworkers, county officials, city officials and members of the general public;
- General computer software, application and systems knowledge and ability to create and maintain thorough, accurate records;
- Intermediate/advanced proficiency using Microsoft Word, Excel, Outlook and PowerPoint as well as web browsers;
- Ability to read and interpret simple plans and maps;
- Ability to prepare and process department correspondence;
- Ability to maintain detailed electronic and paper files;
- Ability to exercise sound judgment;
- Ability to work under general supervision; and
- Must be able to maintain confidentiality.

EDUCATION AND EXPERIENCE:

High School Diploma or equivalent, plus two years of clerical and administrative office experience required. An Associate's Degree or coursework in business administration, design, construction, data management or any other job-related field preferred and may substitute for experience.

NECESSARY SPECIAL REQUIREMENTS:

- Must maintain a valid Driver's License and acceptable driving record; and
- Must be able to attend evening meetings with advance notice.

PHYSICAL REQUIREMENTS:

- Ability to meet the physical demands of the job which include, but are not limited to, sitting, walking standing, reaching, stooping, kneeling, crouching, and lifting and/or moving objects that weigh up to up to 25 pounds.

My signature below signifies that I have reviewed and understand the contents of the position description. I am aware of the requirements of the positions, and will perform to the best of my ability, the job duties and requirements specified in this position description.

_____

Employee Signature Date

_____

Supervisor Signature Date