

FAIRFIELD COUNTY, SOUTH CAROLINA

**JOB TITLE: ADMINISTRATIVE ASSISTANT
PLANNING AND BUILDING DEPARTMENT**

GENERAL STATEMENT OF JOB

Under occasional supervision, performs a variety of complex or specialized administrative and secretarial duties in order to ensure effective and efficient office operations. Provides assistance to department management, co-workers and the general public as required. Reports to the Building and Planning Director.

SPECIFIC DUTIES AND RESPONSIBILITIES

ESSENTIAL JOB FUNCTIONS

Receives and receipts payments for various permits issued by the department; issues permits and maintains related records.

Processes SRO grant reimbursements.

Schedules building inspections; notifies utility companies of power authorizations.

Assists department director and other staff by performing a variety of complex and specialized administrative duties, which may include but are not limited to composing reports and correspondence, researching and compiling data, maintaining inventory of office supplies and equipment, scheduling meetings and appointments, developing and maintaining computer record-keeping operations, establishing and maintaining filing systems, etc.

Types, copies, files, distributes and/or mails various letters of correspondence, reports, permits, work orders, etc.

Performs computer data entry to record and retrieve information and to prepare reports and correspondence.

Anticipates and prepares materials needed by supervisor for conferences, meetings, correspondence, etc.

Answers the telephone and/or screens calls for supervisor; provides accurate information to callers and/or forwards calls to appropriate staff person. Performs customer/public service duties as required.

Receives, reviews, prepares and/or submits a variety of documents including billing invoices, timesheets, plot plans, permit applications, permits, inspection schedules, payments, receipts, certificates of occupancy, annual report, Dodge report, memos, correspondence, etc.

Operates a variety of equipment, which include a computer, printer, typewriter, copier, fax machine, telephone, calculator, etc.

Answers routine zoning questions, explaining all zoning procedures, follows through on all zoning requests including zoning and variances, makes sure all noticing requirements are met.

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Interacts and communicates with departmental supervisors and co-workers, other County employees, sales representatives, various outside agencies and professionals, and the general public.

ADDITIONAL JOB FUNCTIONS

Performs related duties as required.

MINIMUM TRAINING AND EXPERIENCE

Requires a high school diploma supplemented by three to five years of general clerical, secretarial or administrative experience, or an equivalent combination of education, training and experience that provides the required knowledge, skills and abilities.

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Physical Requirements: Must be physically able to operate a variety of automated office machines and equipment including computers, calculators, general office equipment, telephone, etc. Must be able to exert up to five pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects. Sedentary work involves sitting most of the time, but may involve walking or standing for brief periods of time. Must be able to lift/carry weights of five to ten pounds.

Data Conception: Requires the ability to compare and/or judge the readily observable, functional, structural or compositional characteristics (whether similar to or divergent from obvious standards) of data, people or things.

Interpersonal Communication: Requires the ability of speaking and/or signaling people to convey or exchange information. Includes receiving assignments and/or directions from supervisors.

Language Ability: Requires the ability to read a variety of policy and procedure manuals, computer manuals, records, technical reports, dictionaries, etc. Requires the ability to enter data into computer and prepare reports, records, forms, correspondence, permits, etc., with proper format, punctuation, spelling and grammar, using all parts of speech. Must be able to speak with poise, voice control and confidence and to articulate information to others.

Intelligence: Requires the ability to apply rational systems to solve practical problems and deal with a variety of concrete variables in situation where only limited standardization exists; to interpret a variety of instructions furnished in written, oral, diagrammatic or schedule form. Requires the ability to make routine independent judgments in the absence of supervisor; to acquire knowledge of topics related to primary occupation. Must have the ability to comprehend and interpret received information and the ability to comprehend and implement basic office machinery functions.

Verbal Aptitude: Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions. Must be able to communicate effectively and efficiently with persons of varying educational and cultural backgrounds.

Numerical Aptitude: Requires the ability to add and subtract totals, to multiply and divide, to determine

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percentages and decimals, to determine time. Must be able to use practical applications of fractions, percentages, ratio and proportion.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width and shape, and visually read various information.

Motor Coordination: Requires the ability to coordinate hands and eyes rapidly and accurately in using automated office equipment and communications machinery.

Manual Dexterity: Requires the ability to handle a variety of items including computer keyboards, office equipment, control knobs, switches, etc. Must have minimal levels of eye/hand/foot coordination.

Color Discrimination: Does not require the ability to differentiate between colors and shades of color.

Interpersonal Temperament: Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under minimal levels of stress when confronted with an emergency or tight deadline.

Physical Communication: Requires the ability to talk and hear: (talking: expressing or exchanging ideas by means of spoken words; hearing: perceiving nature of sounds by ear). Must be able to hear and understand communications through a telephone.

PERFORMANCE INDICATORS

Knowledge of Job: Is knowledgeable in the methods, policies and procedures of the Building Construction/Maintenance Department pertaining to specific duties of the Administrative Assistant. Is knowledgeable in the laws, ordinances, standards and regulations pertaining to the specific duties and responsibilities of the position. Has considerable knowledge of the functions and interrelationships of County and other related governmental agencies. Has the ability to comprehend, interpret and apply regulations, procedures and related information. Has thorough knowledge of modern office practices and technology. Has thorough knowledge of proper English usage, vocabulary, spelling and basic mathematics. Has knowledge of the principles and practices of bookkeeping. Has knowledge of the computer and other technical terminology used within the department; has skill in the use of computers for data and word processing. Knows how to operate and maintain a variety of office equipment as necessary in the performance of daily activities. Is skilled in applying a responsible attention to detail as necessary in preparing reports and correspondence. Is able to read and interpret a variety of materials pertaining to the responsibilities of the job. Is able to analyze clerical problems and prepare accurate, comprehensive, clear and concise reports and recommendations. Is able to establish effective record-keeping systems; is able to maintain records accurately and with confidentiality as required. Is able to take the initiative to complete the duties of the position without the need of direct supervision. Is able to use independent judgment in performing routine tasks. Has the ability to plan, organize and prioritize daily assignments and work activities. Is able to provide assistance and administrative support to various departments, supervisors, co-workers and the general public as needed. Has the ability to learn and utilize new skills and information to improve job performance and efficiency. Knows how to perform duties in a courteous manner and with the utmost integrity in the best interest of the public. Is capable of working under stressful conditions as required. Knows how to react calmly and quickly in emergency situations.

Quality of Work: Maintains high standards of accuracy in exercising duties and responsibilities. Exercises immediate remedial action to correct any quality deficiencies that occur in areas of responsibility. Maintains

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high quality communication and interaction with all County departments, co-workers and the public.

Quantity of Work: Performs described "Specific Duties and Responsibilities" and related assignments efficiently and effectively in order to produce quantity of work which consistently meets standards and expectations of the County.

Dependability: Assumes responsibility for completing assigned work. Completes assigned work within deadlines in accordance with directives, County policy, standards and prescribed procedures. Remains accountable to assigned responsibilities in the technical, human and conceptual areas.

Attendance: Attends and remains at work regularly and adheres to County policies and procedures regarding absences and tardiness. Provides adequate notice to higher management with respect to vacation time and time-off requests.

Initiative and Enthusiasm: Maintains an enthusiastic, self-reliant and self-starting approach to meet job responsibilities and accountabilities. Strives to anticipate work to be done and initiates proper and acceptable direction for the completion of work with a minimum of supervision and instruction.

Judgment: Exercises analytical judgment in areas of responsibility. Identifies problems or situations as they occur and specifies decision objectives. Identifies or assists in identifying alternative solutions to problems or situations. Implements decisions in accordance with prescribed and effective policies and procedures and with a minimum of errors. Seeks expert or experienced advice where appropriate and researches problems, situations and alternatives before exercising judgment.

Cooperation: Accepts supervisory instruction and direction and strives to meet the goals and objectives of same. Questions such instruction and direction when clarification of results or consequences are justified, i.e., poor communications, variance with County policy or procedures, etc. Offers suggestions and recommendations to encourage and improve cooperation between all staff persons and departments within the organization.

Relationships with Others: Shares knowledge with managers, supervisors and staff for mutual and County benefit. Contributes to maintaining high morale among all County employees. Develops and maintains cooperative and courteous relationships with department employees, staffers and managers in other departments, representatives from organizations, and the public so as to maintain good will toward the organization and to project a good public image. Tactfully and effectively handles requests, suggestions and complaints from other departments and persons in order to maintain good will within the County. Emphasizes the importance of maintaining a positive image within the County. Interacts effectively with higher management, professionals and the public.

Coordination of Work: Plans and organizes daily work routine. Establishes priorities for the completion of work in accordance with sound time-management methodology. Avoids duplication of effort. Estimates expected time of completion of elements of work and establishes a personal schedule accordingly. Attends required meetings, planning sessions and discussions on time. Implements work activity in accordance with priorities and estimated schedules.

Safety and Housekeeping: Adheres to all safety and housekeeping standards established by the County and various regulatory agencies. Sees that the standards are not violated. Maintains a clean and orderly workplace.

DISCLAIMER: This job description is not an employment agreement or contract. Management has the exclusive right to alter this job description at any time without notice.