

LEE COUNTY, GEORGIA CLASSIFICATION DESCRIPTION

CLASSIFICATION TITLE: OFFICE MANAGER/ADMINISTRATIVE ASSISTANT/PLANNING ASSISTANT

PURPOSE OF CLASSIFICATION

The purpose of this classification is to manage the day to day operations of the planning and zoning office for the Planning, Zoning and Engineering Department. Perform secretarial, administrative and planning assistant work associated with providing support and processing information/documentation. Many assignments will require initiative to complete and generally follow set procedures and routines, while some will involve more difficult components.

ESSENTIAL FUNCTIONS

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.

Performs office management functions; schedules inspection activities and meetings as needed; coordinates daily activities of assigned department; monitors status of projects/workflow and troubleshoots problem situations; works to independently resolve problems and initiates appropriate action/response.

Processes accounts payable and financial documentation; reviews invoices, assigns proper budgetary codes, and forwards for payment.

Performs data entry functions by keying data into computer system; enters, retrieves, reviews or modifies data in computer database; verifies accuracy of entered data and makes corrections.

Serves as Americans with Disabilities (ADA) designated individual, to ensure public accommodations are accessible for persons with disabilities.

Provides administrative functions; answers phone calls; greets visitors and assists individuals.

Intakes and processes planning related development applications and calculates appropriate fees, records transactions and issues receipts, and forwards information to the finance department and superiors as appropriate. Prepares files for all applications, distributes to appropriate review departments, attorneys, and state and federal agencies. Monitors status of applications and provides weekly reports. Coordinates final approval of developments, processes and records legal documents and maintains departmental paper and electronic records.

Provides administrative support for management and/or staff of assigned department by relieving management and staff of routine administrative tasks; screens telephone calls, mail, and other communications and initiates appropriate action/response; types, composes, edits, or proofreads various documents. Coordinates arrangements for various meetings, which may include Planning Commission by preparing agendas, legal advertisements, and sign postings and notifying Public Works to install and remove signs; distributes documentation, maintains records and prepares correspondence and other documents. Notifies County Clerk and City Clerks of Planning Commission meeting recommendations/records and provides necessary documentation for Board of Commissioners and City Council Meetings.

Maintains calendar of activities; schedules and confirms appointments, meetings, interviews, conferences, or other activities; updates calendar on a regular basis and notifies parties involved of changes.

Lee County, Georgia • Office Manager/Administrative Assistant/License Administrator

Receives various forms, reports, correspondence, logs, lists, payments, invoices, training records, applications, computer guides, maps, plats, ordinances, policies, procedures, manuals, directories, reference materials, or other documentation; reviews, completes, proofreads, processes, forwards or retains as appropriate. Maintains paper and electronic file system of various files/records for the department; prepares files, organizes documentation, and files documents in designated order; retrieves/replaces files; shreds/destroys confidential or obsolete documents.

Prepares a variety of reports to submission to state/federal agencies, ensures timely submission of required reports.

Maintains current lists, directories, operating manuals, policies, procedures, maps, organizational charts, and other reference materials.

Monitors inventory of department supplies and forms; ensures availability of adequate materials to conduct work activities; initiates requests/orders for new or replacement supplies.

Operates a personal computer, general office equipment, motor vehicle, or other equipment as necessary to complete essential functions, to include the use of word processing, spreadsheet, database, desktop publishing, e-mail, Internet, Laserfiche, GIS Desktop, or other computer programs; performs basic maintenance of computer system and general office equipment, such as backing up data or replacing paper, ink, or toner; coordinates service/repair activities as needed.

Communicates with supervisor, employees, other departments, County officials, law enforcement personnel, public safety personnel, attorneys, government agencies, vendors, developers, appraisers, surveyors, the public, outside agencies, and other individuals as needed to coordinate work activities, review status of work, exchange information, or resolve problems.

Provides information and assistance to the public related to land development code requirements, procedures, forms and fees, property information, zoning, land use, flood zones, site plan review procedures, and status of applications. Responds to routine questions, complaints, and initiates problem resolutions. Researches parcel information utilizing GIS, Tax Parcel Data, federal and state website data to view zoning districts and permitted/conditional land uses, flood zones, and other related data.

Maintains a comprehensive, current knowledge of applicable laws/regulations; reads professional literature; attends workshops and training sessions as appropriate.

ADDITIONAL FUNCTIONS

Performs general/clerical tasks, which may include making copies, sending/receiving faxes, distributing documentation, processing incoming/outgoing mail, or conducting errands.

Performs general housekeeping tasks associated with maintaining work area.

Provides assistance or backup coverage to other employees or departments as needed.

Performs other related duties and conducts special projects as assigned.

MINIMUM QUALIFICATIONS

High school diploma or GED; supplemented by college level course work or vocational training in office administration and personal computer operations; supplemented by three (3) years previous experience and/or training that includes office administration, administrative/secretarial work, basic bookkeeping, customer service, data entry, personal computer operations, and experience in department/area of assignment; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job. Operation of a motor vehicle requires possession and maintenance of a valid Georgia driver's license. Previous experience in Planning, Zoning & Engineering Department operations, mapping, land development, or real estate is a plus.

PERFORMANCE APTITUDES

Data Utilization: Requires the ability to review, classify, categorize, prioritize, and/or analyze data. Includes exercising discretion in determining data classification, and in referencing such analysis to established standards for the purpose of recognizing actual or probable interactive effects and relationships.

Human Interaction: Requires the ability to provide guidance, assistance, and/or interpretation to others regarding the application of procedures and standards to specific situations.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.

Verbal Aptitude: Requires the ability to utilize a wide variety of reference, descriptive, and/or advisory data and information.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication, and division. May include counting, recording of counts, and basic measuring.

Functional Reasoning: Requires the ability to apply principles of rational systems; to interpret instructions furnished in written, oral, diagrammatic, or schedule form; and to exercise independent judgment to adopt or modify methods and standards to meet variations in assigned objectives.

Situational Reasoning: Requires the ability to exercise judgment, decisiveness and creativity in situations involving evaluation of information against measurable or verifiable criteria.

ADA COMPLIANCE

Physical Ability: Tasks require the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of moderate weight (10-30 pounds). Tasks may involve extended periods of time at a keyboard or work station.

Sensory Requirements: Some tasks require the ability to perceive and discriminate colors or shades of colors and visual cues or signals. Some tasks require the ability to communicate orally.

Environmental Factors: Performance of essential functions may require

Lee County, Georgia, is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.