



ADMINISTRATIVE SERVICES COORDINATOR

605

Jamestown
1607

DEPARTMENT: Development Management/Building Safety & Permits

NATURE OF WORK:

Performs advanced administrative work for the Director of Building Safety & Permits, Plans Examiner, Chief Building Officer, and Building Code of Appeals. Work is performed in a complex setting with continual public contact and deals with sensitive and controversial matters and under limited supervision.

Work involves the exercise of initiative, sound judgment, and discretion in the performance of duties. Assignments are in the form of general outlines with desired results; methods of routines are expected to be developed and implemented as appropriate.

ESSENTIAL FUNCTIONS OF THE JOB:

Works with Senior Permit Technician to manage division workflow. Assigns duties as required and reports directly to the division director.

Plans and organizes office workflow activities to meet unit objectives in a timely, efficient manner.

Evaluates and modifies work procedures and methods to ensure quality, effectiveness, and efficiency of operations.

Conducts research and completes data for administrative and public reports, bulletins, questionnaires, and other documents; performs directed analysis; drafts specific sections of statistical reports and verifies data. Monthly reports, inactives, expired temporary certificates of occupancy, and workload indicators.

Develops and administers operating records, coordinates activities with other sections within division and outside agencies and departments, as appropriate.

Has frequent contact with the public, other organizational members, and county departments in the collection of data and coordination of efforts that serve mutual interests and objectives.

Answers telephone, ascertains nature of the call, answers technical and informational type questions and refers other matters to the appropriate individual.

Screens telephone calls and visitors for members of the Building Safety & Permits division; schedules meetings and appointments for division staff; coordinates travel arrangements and accommodations, including estimating costs, making and confirming registrations and reservations, preparing appropriate request forms to secure funds and obtain reimbursements.

Maintains budget for division.

Monitors assigned budget line items, complete budget transfers, assists in division annual budget preparation.

Maintains department filing system, sets up new files, files, and retrieves information; maintains various logs and schedules as needed.

Oversees and tracks the daily collection of fees.

Oversees the maintenance and daily filing performed by the Senior Office Assistant.

Organizes and maintains staff correspondence files, and other division files related to violations, certifications, workload indicators and confidential staff information.

Types a variety of correspondence, memos, forms, etc. utilizing word processing equipment; composes routine and non-routine correspondence with minimal direction; uses Internet for placing job ads for department, ordering books, obtaining information requests for division staff.

Locates and explains plans review submittal process to citizens who may have questions or concerns regarding specific projects.

Assists citizens in usage of computer to locate microfilmed plans in Records Management.

Prepares workload indicators for completion by Director, tracks staff's training and workshops for Development Management Manager and Director of Building Safety & Permits.

JOB LOCATION AND EQUIPMENT OPERATED:

Duties are performed at the County Government Complex, in an office setting. Operates standard office equipment including telephone, computer keyboard, calculator, fax and copy machine.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

Ability to coordinate with the Senior Permit Technician on front counter operations.

Ability to understand and interpret data and explain information to the public.

Ability to understand and explain basic facts of building permit process to the public.

Thorough knowledge of standard office practices and procedures, equipment, and its application to the area of assignment.

Thorough knowledge of department operations and organization.

Considerable knowledge of County and department policies, procedures, rules, and regulations.

Knowledge of County's development review process, schedules, and permitting process.

Ability to make independent decisions in accordance with established policies and procedures.

Ability to learn and use specialized language and technical terms regarding development and construction.

Ability to prioritize, organize, and perform work independently.

Ability to take minutes and accurately transcribe at a reasonable rate of speed.

Ability to operate general office equipment, word processing equipment, and microcomputers as required to accomplish assigned work.

Ability to provide guidance and training to other clerical staff members as needed.

Ability to establish priorities and organize group activities that maximize use of available resources and time.

Ability to monitor the daily developments and progress of work performed and modify/initiate corrective action, when appropriate.

Ability to establish and maintain effective working relationships with employees and the public.

Ability to deal with public relations problems with courtesy and tact.

Ability to understand and carry out complex oral and written instructions.

Ability to conduct clerical and technical research and present recommendations.

Ability to work under pressure.

MINIMUM QUALIFICATIONS:

High school diploma or equivalent; including or supplemented by college/business school courses; considerable experience in highly responsible clerical and office work.

Date: June 2002

adminservcoorddmcode605_105_11

IDENTIFICATION OF GENERAL APTITUDES AND PHYSICAL REQUIREMENTS

Position Title Administrative Services Coordinator Position Number 605
Department Development Management Division Building Safety & Permits

The Americans with Disabilities Act requires that we identify the general aptitudes and physical requirements needed to perform the job listed above. Individuals who have the position must be able to perform all essential job functions unaided or with reasonable accommodation.

I. Mental Abilities: General learning ability. The ability to “catch on” or understand instructions and underlying principles.

- Ability to understand and follow oral instruction
- Ability to understand and follow written instruction
- Ability to guide and/or give instructions
- Ability to make decisions in accordance with established procedures and policies
- Not essential to job function

II. Verbal Abilities: Ability to understand meanings of words and ideas associated with them and to use them effectively. To comprehend language, to understand relationships between words, and to understand meanings of whole sentences and paragraphs. To present information or ideas clearly.

1. Speaking/Talking:

- Answer telephone, radio or switchboard
- Communicating with County officials
- Communicating with general public
- Communicating with vendors
- Communicating with supervisors and/or with other employees
- Communicating with other _____
- Not essential to job functions

2. Hearing/Listening:

- For communication with County officials, public, vendors, supervisors and/or other employees
- Not essential to job function.
- 3. Reading:** (ability to read and understand text)
 - Essential to job function
 - Not essential to job function

III. Numerical: Ability to perform arithmetic operations quickly and accurately.

- Ability to mentally perform accurate two digit calculations
- Ability to perform accurate calculations aided by a calculator, adding machine or measurement device

IV. Spatial Abilities: Ability to comprehend forms in space and understand relationships of plane and solid objects. May be used in such tasks as blue print reading and in solving geometry problems. Frequently described as the ability to “visualize” objects of two or three dimensions, or to think visually of geometric forms.

- Essential function
- Not essential function

V. Motor Coordination: Ability to coordinate eyes and hands or fingers rapidly and accurately in making precise movements with speed. Ability to make a movement response accurately and quickly.

1. Manual Dexterity: Ability to move the hands easily and skillfully. To work with the hands in placing and turning motions.

- | | |
|--|--|
| <input checked="" type="checkbox"/> Use telephone | <input checked="" type="checkbox"/> Manipulate computer keyboard and mouse |
| <input checked="" type="checkbox"/> Use switchboard | <input type="checkbox"/> Use postage machine |
| <input checked="" type="checkbox"/> Use radio/console | <input type="checkbox"/> Use hand tools |
| <input checked="" type="checkbox"/> Use a calculator | <input type="checkbox"/> Use power tools |
| <input checked="" type="checkbox"/> Use a copy machine | <input type="checkbox"/> Other: _____ |
| <input checked="" type="checkbox"/> Use a fax machine | <input type="checkbox"/> Not essential to job function |

2. Finger Dexterity: Ability to move the fingers and manipulate small objects with the fingers rapidly or accurately. For example: electrical wiring.

- Essential to job function
- Not essential to job function

Explain: _____

VI. Physical Demands:

1. Strength: The quality, state or property of being strong. The power to withstand strain, force or stress.

Please check (✓) in appropriate boxes below.

	Ability to manipulate materials and/or equipment (lbs)						Frequency of Manipulation		
	5-	5-10	10-15	15-25	25-50	50+	Occasionally	Frequently	Continuously
Lift	✓						✓		
Push/Pull	✓						✓		
Hold/Carry	✓						✓		

Manipulation done from: ground to waist waist level waist to shoulder above shoulder
(Check all that apply)

Not essential to job function: Lift Push/Pull Hold/Carry (Check all that apply)

2. Climbing: To move up or mount by using the hands or feet.

- | | | |
|---|---|---|
| <u>Ladders</u> | <u>Stairways</u> | <u>Steps</u> |
| <input type="checkbox"/> Step stool | <input type="checkbox"/> 1 flight | <input type="checkbox"/> 1-2 |
| <input type="checkbox"/> 8' to 10' step ladder | <input type="checkbox"/> 2 flights | <input type="checkbox"/> 2-3 |
| <input type="checkbox"/> Extension ladder | <input type="checkbox"/> 3 or more flights | <input type="checkbox"/> 3-4 |
| <input type="checkbox"/> Other _____ | <input type="checkbox"/> Other _____ | <input type="checkbox"/> Other _____ |
| <input checked="" type="checkbox"/> Not essential to job function | <input checked="" type="checkbox"/> Not essential to job function | <input checked="" type="checkbox"/> Not essential to job function |

3. Ability to Stand, Sit, Walk, and Run:

Please check (✓) in appropriate boxes below.

	Duration (hours/day)						Occasionally	Frequently	Continuously
	0-1	1-3	3-5	5-7	7-9	9+			
Stand			✓					✓	
Sit			✓					✓	
Walk			✓					✓	
Run	✓						✓		

If walking or running, over what type of terrain? flat rough both

Not essential to job function: Stand Sit Walk Run (Check all that apply)

4. Stooping, Kneeling, Crouching, and /or Crawling:

To bend forward or down from the middle of the waist or the middle of the back, to bend downwards, to lower oneself and/or to move freely on hands and knees.

Daily Amounts

- 0-5x 5-20x 20-50x 50+x
 Other _____ Not essential to job function

5. Reaching, Handling, Fingering, and/or Feeling:

To stretch out, extend, or put forth a bodily part. To touch or grasp something, by extending or stretching. To touch, lift, hold or operate with the hands.

Daily Amounts

- 0-5x 5-20x 20-50x 50+x
 Other _____ Not essential to job function

6. Seeing: To perceive or comprehend by the sense of sight.

Essential to job function: These characteristics are necessary (Check all that apply)

- Peripheral vision
- Night vision
- Focus (distinctness or clarity)
- Color perception (discriminate between colors)
- Depth perception (determine distance relationship between objects)

VII. Driving: The ability to transfer or convey in a vehicle.

Transmission	Standard	Automatic	Multi-Gears
Car	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Van	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Small Truck	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Medium Truck	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Large Truck	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Truck w/Equipment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Heavy Bus Equipment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Not essential to job function	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other (list) _____			

Date: June 2002
 adminservcoorddmcode605_105_11