



Job Description
Job Code: 131
Range: 16

SENIOR ADMINISTRATIVE ASSISTANT PLANNING AND ZONING

DEFINITION: This position is a high profile, professional, technical position for office management and administrative support of multiple programs to include planning, building, and code enforcement. Public relations, organizational ability, and interpersonal skills are prerequisites for success. Works under the general supervision of the Community Development Manager, plans, organizes, develops and coordinates administrative functions; performs administrative, secretarial and clerical duties in providing supportive efforts to the head of the department; and performs related duties as assigned.

CLASSIFICATION: This is a non-exempt, full-time, classified position with full benefits.

ESSENTIAL FUNCTIONS: Essential functions, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills and other characteristics. This list is ILLUSTRATIVE ONLY, and is **not** a comprehensive listing of all functions and tasks performed by incumbents of this classification.

TASKS:

- Serves as the first point of contact with citizens seeking information regarding departmental programs. Responsible to handle citizen inquiries with tact and confidentiality. Intensive public-oriented position requiring excellent public relations skills and a proactive work ethic.
- Serves as the office manager and is the department employee responsible for record keeping requirements and tracking deadlines for the boards, projects and applicant.
- Performs data entry/word processing to accurately record and distribute all departmental correspondence.
- Initiates, processes and verifies all purchases made by department, to include requisitions, purchase orders and payments to contractors.
- Reviews and codes all bills to the Finance Department within required deadlines; opens, reviews and prioritizes mail for department employees; orders office supplies.
- Prepares recap of individual time sheets for manager's review, and forwards documents to the Payroll Department. May be required to prepare other payroll documents utilizing department data systems. Implements proper accounting management practices/procedures to assure audit accountability. Maintains the security of facilities.
- Prepares agendas, legal advertisements, site postings and other legal notifications for the Planning and Zoning Commission, Board of Adjustment and Administrative Hearing Officer. Creates packets for board members; tapes and transcribes minutes of meetings and sends/posts in timely manner; produces and mails notices of action for applicants.

Senior Administrative Assistant – P&Z – (Continued)

- Serves as “Board Recorder” for multiple boards and commissions throughout the City including the Planning and Zoning Commission; Historic Preservation Commission; Code Review Board; Board of Adjustment, and other Boards as needed. Also serves as Recorder to the Administrative Hearing Officer in the review of zoning violations. Issues related violation notices and letters and judgments. Attends all meetings/hearings.
- Maintains files and legal records relating to hearing actions and all permits. Tracks the review of time-specific approvals.
- Accepts and reviews permit applications for completeness. Issues building permits; collects fees for department services and/or informational materials, and issues receipts.
- Assists Planning Staff with field work pertinent to related research projects and policy work.
- Compiles periodic reports (e.g. weekly, monthly, quarterly, annual, statistical, fiscal, budgetary, etc.); may perform grant related tasks.
- Makes arrangements for department employees to attend training, workshops, seminars, and other professional development programs by making travel arrangements, reserving lodging, obtaining travel approval; obtaining pre-authorized payment of costs, and ensuring reimbursements are completed in a timely manner; serves as the data management coordinator for the departments served.
- Researches and conveys information to the general public as well as the department’s clients; interacts with the general public to resolve problems; takes calls, conveys messages to employees.
- Works closely with other departments.

KNOWLEDGE, SKILLS, AND OTHER CHARACTERISTICS:

- Knowledge of proper English, grammar and spelling.
- Knowledge of the City’s Employee Manual, Personnel Operations Guide, and Safety Manual.
- Knowledge of Department policies, procedures, codes and ordinances.
- Knowledge of building construction, inspection processes, and project time management.
- Knowledge of planning principles, codes and ordinances.
- Knowledge of general accounting principles.
- Knowledge of map reading.
- Knowledge of good customer service.
- Skill in developing and maintaining effective interpersonal relations.
- Skill in records management; creating and maintaining hard copy and digital files.
- Skill in the use of various computer software (i.e., Microsoft Word, Excel, Outlook, PowerPoint, mapping system).
- Skill in oral and written communications.
- Skill in coordinating and multi-tasking.
- Skill in comprehending and adhering to mandatory file and report directives of the department, federal regulations, state statutes and local policies.
- Skill in working in a centralized office, maintaining a high level of accuracy and efficiency with numerous interruptions.
- Skill in operating and maintaining office, data processing, copier, and scanning equipment.
- Skill in establishing and maintaining effective working relationships with the general public, contractors, agency representatives, citizen advisory boards, departmental personnel and City employees.

Senior Administrative Assistant – P&Z – (Continued)

PHYSICAL REQUIREMENTS: This classification is in an office environment requiring mostly sedentary activities for the majority of the workday.

The physical demands described hereafter 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 them.

The employee is expected to be able to sit, stand, walk, talk, hear, see, use hands and feet, feel objects such as office equipment and files and reach for materials at a customary height. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

MINIMUM QUALIFICATIONS:

- The equivalent of three (3) years of progressively responsible secretarial or administrative experience.
- Must be able to type a minimum of 45 WPM net.
- Must possess a valid driver's license at time of application.

DESIRABLE QUALIFICATIONS:

- Transcribe from a digital recording, handwritten, e-mail and a variety of drafts.
- Two years of experience in implementing and maintaining manual filing systems.
- Experience in a business, professional or governmental office performing a broad range of secretarial and administrative duties.
- Self-initiative, ability to work independently from others, high degree of motivation.
- Ability to relate positively to the general public, including lower-income, disabled, handicapped and elderly persons, as well as developers, business people, members of the press, political representatives and other professional persons.
- Ability to speak clearly to individuals and small groups with a thorough understanding of the department's mission, duties and responsibilities.

SPECIAL REQUIREMENTS: Must be available to work some evening hours, as needed. This will be to attend board/commission meetings to take minutes. Currently, this averages 4-5 evenings per month.

Typing Certificate Instructions

A typing certificate must be submitted with your application. This position requires 45 net words per minute.

Typing certificates may be obtained at:
The Department of Economic Security-Job Service
1500 E. Cherry St.
Cottonwood, AZ 86326
(928) 634-3337

DES-Job Service offers a free, self-serve typing certification program. You must take your City of Cottonwood application and identification with you. You may select the test topic of your choice. The certificate must show your name, date, and net speed. DES employees will attach your certificate to your application upon completion.

You may opt to use another typing certification resource. The applicant is responsible for any possible fees charged for the service. If you already have an official typing certificate issued within the last 12 months, you may submit the certificate with your application and re-testing is not required.