



Gloucester County Job Description

POSITION: Administrative Coordinator
DEPARTMENT: Planning, Zoning & Environmental Programs
JOB CODE: A052
FLSA: Non-exempt

GENERAL STATEMENT OF JOB: Under general supervision, performs advanced administrative support work for the department of Planning, Zoning and Environmental Programs focusing primarily on the Environmental Programs Division and as backup to the other divisions as needed. Employee must exercise considerable tact and courtesy in frequent contact with public. Requires considerable knowledge of County policies, procedures, and programs. Reports to the Environmental Program Manager.

ESSENTIAL JOB FUNCTIONS:

1. Manages the office and provides first line source of information for county development regulations and other requests; provides initial review of applications submitted for completeness and accuracy; assists the public when needed in completing applications; enters application information into computerized system; determines the complexity of proposals and if necessary, involves other personnel. Establishes and maintains departmental filing system; collects and distributes incoming mail and researches and compiles data for department staff as needed.
2. Answers telephone and greets visitors; receives internal and external inquiries and provides information or refers inquiries to appropriate personnel.
3. Serves as secretary for the Wetlands Board, Chesapeake Bay Preservation & Erosion Commission, and Stormwater Appeals Board and as alternate secretary for the Planning Commission and Board of Zoning Appeals and assist in duties associated with these meetings as needed. Schedules meetings and prepares monthly meeting packets for each Board/Commission member; prepares and submits legal advertisements; attends meetings; takes and transcribes verbatim minutes and distributes to appropriate personnel. Publishes meeting packets, minutes, presentations, reports and public hearings on the website.
4. Maintains inventory and orders offices supplies; prepares purchase orders and reconciles with invoices and packing slips; processes all department invoices for payment; maintains updated records and logs of payment vouchers and administers P-card (purchase card) program.
5. Prepares a variety of reports and correspondence including comment and approval letters, land disturbance report to DEQ, department monthly report, etc.
6. Coordinates preparation of stormwater maintenance agreements, signatory authority verification, SWMA recordation; coordinates surety format, receipt, tracking, and release; and similar project administration.
7. Types material from typed or handwritten copy or machine dictation, which requires use of a variety of formats for preparing correspondence, monthly reports and other documents; assumes responsibility for correctness of spelling, punctuation, format and grammar; composes letters, memorandums, and reports using established format and content as a guide.
8. Schedules meetings and appointments for members of the department; arranges accommodations and reservations for conferences and training; schedules/registers staff, commission and board members for conferences, meetings, and special events requiring a response; prepares travel reimbursements.
9. Assists with special events and programs sponsored by the department; performs research; prepares brochures, flyers, etc.

10. Attend seminars, conferences and classes in environmental field, zoning and other areas of expertise as needed.
11. Performs other duties as assigned.

EMPLOYEE UTILIZATION IN ADVERSE WEATHER AND EMERGENCY CONDITIONS

All Gloucester County employees are subject to being assigned to specific positions and tasks during a "Declared Emergency" as support personnel, by the County Administrator, the Emergency Management Director, or the Emergency Operations Plan (EOP). Once assigned, this would be the same as a regular work assignment and all policies and procedures for duty assignments apply. (Please see Gloucester County Administrative Policy 101.1 - Employee Utilization in Adverse Weather and Emergency Conditions.)

JOB LOCATION AND CONDITIONS:

Duties are performed in an office environment.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Thorough knowledge of personal computers and commonly used Microsoft Office software products to include Outlook, Word, Excel, Access, Power Point, and portable document file (PDF) software. Competent in file/document management within a network environment.

Thorough knowledge of office practices and procedures, organization, and function of Department.

Broad knowledge of math, spelling, grammar and vocabulary.

General knowledge of state and local ordinances and codes administered through the County including Chesapeake Bay, Erosion and Sediment Control, Stormwater, Wetlands, Zoning, and Open Burning.

General knowledge of the principles of accounting.

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.

Ability to prepare correspondence, reports, budgets, letters, memos, reports, spread sheets, agendas, etc., with the proper format, punctuation, spelling and grammar, using all parts of speech.

Ability to be conversant using theory, principles and methods of effective and persuasive speaking, voice and diction, phonetics, and discussion.

Ability to deal effectively with people beyond receiving instructions.

Ability to work under deadlines for Wetlands and/or Chesapeake Bay Board, and other Board and Commissions document requirements.

Ability to perform under moderate levels of stress in both emergency and daily situations.

Ability to "catch on" or understand instructions and underlying principles; to reason and make judgments; to understand and follow oral and written instructions; to make decisions in accordance with established procedures and policies; to guide and/or give instructions.

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. Ability to speak/talk, hear/listen and read.

Ability to perform arithmetic operations; to perform accurate calculations aided by calculator, adding machine or measurement device.

Ability to comprehend forms in space and understand relations of plane and solid objects.

EDUCATION AND EXPERIENCE:

Possession of an Associate degree with coursework in business administration, computers, accounting, or related field.

Five (5) to seven (7) years of progressively responsible administrative experience, preferably in a local government setting.

Any equivalent combination of training and experience that provides the required knowledge, skills, and abilities.

NECESSARY SPECIAL QUALIFICATIONS:

Commissioned as a Notary Public for the Commonwealth of Virginia or obtain commission within 90 days of employment.

PHYSICAL REQUIREMENTS:

C = Continuous – over 6 hours a day	O = Occasional – less than 3 hours a day	P = Periodic – several times a year
F = Frequent – between 3 and 6 hours a day	I = Intermittent–several times a week/month	N/A = Not applicable to position

LIFT/CARRY	C	F	O	I	P	N/A
1 to 10 lbs.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11 to 20 lbs.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
21 to 50 lbs.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
51 to 75 lbs.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
76 to 100 lbs.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

PUSH/PULL	C	F	O	I	P	N/A
1 to 10 lbs.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11 to 20 lbs.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
21 to 50 lbs.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
51 to 75 lbs.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
76 to 100 lbs.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

MOVEMENT	C	F	O	I	P	N/A
Carrying	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Bend/Stoop/Twist	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Kneel/Crawl	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Reach Above Shoulders	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Reach Below Shoulders	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Grasp/Squeeze	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Climb Stairs/Ladder	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Uneven Walking Surface	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Even Walking Surface	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

ENDURANCE	C	F	O	I	P	N/A
Stationary Position (stand or sit)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Move, Traverse (walk)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Operate, Activate, Use, Prepare, Inspect, Place, Detect, Position (use of hands/fingers)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

EQUIPMENT USAGE & OPERATION	C	F	O	I	P	N/A
Standard Office Equip.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Motor Vehicle	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Vehicle requiring CDL	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Other (explain)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

WORK WITH/NEAR	C	F	O	I	P	N/A
Machinery	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Electricity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Power Tools	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Chemicals	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Fumes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Heights	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

ENVIRONMENT	C	F	O	I	P	N/A
Indoors	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Outdoors	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Extreme Heat	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Extreme Cold	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Dusty	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Excessive Noise	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Other (explain)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

VISION REQUIREMENTS (Check all that apply)	
Depth Perception	<input type="checkbox"/>
Color Vision	<input type="checkbox"/>
Peripheral Vision	<input type="checkbox"/>
Uncorrected/Corrected vision 20/40 or better in one or both eyes; 100 degrees, or better, horizontal vision in one or both eyes	<input type="checkbox"/>