

**THE COUNTY OF NORTHAMPTON
POSITION DESCRIPTION**

**Office Coordinator
Status – Non exempt
GRADE: 117**

**Reviewed: September 2013
Revised: October 2013
Adopted: October 2013
Revised: October 2016**

GENERAL DESCRIPTION

The essential function of the position is to assist the Director of Planning, Permitting and Enforcement with the timely execution of legally mandated duties. The position is responsible for coordinating administrative support for the enforcement of County codes relevant to the Department and issuing permits. The position works under general supervision independently developing work methods and sequences.

PRIMARY DUTIES:

Organizes, advertises, and attends public hearings for purposes of analyzing and disseminating zoning applications. This includes preparing agendas, public notices required by law and production of minutes for groups including but not limited to Planning Commission, Board of Zoning Appeals, Wetlands Board, Joint Industrial Development Authority and Agricultural Forestal Committee.

Manages and maintains the Departments' record systems including the supervision of the record retention and disposition schedule.

In the absence of Zoning Administrator has signature authority for specific applications as designated in writing by the Zoning Administrator.

Manages the septic pump out program subject to terms of the Chesapeake Bay Preservation Act.

Performs tasks, including issuing permits, answering and returning telephone calls, completing written documentation of activities, record-keeping, and composing correspondence.

Clerical support for all financial transactions by the department including loading budget detail, reviewing budget needs with entire department, monitoring monthly spend rate, processing invoices for payment, ordering materials and other duties that may be assigned.

Provides backup to Permit Technician who accepts and reviews applications for zoning permits, land surveys, and subdivision plats for compliance with County regulations and reports findings to the Director and applicants.

Provides information and discusses regulations with property owners, business owners, contractors, and the general public. Requires a working knowledge of all codes applicable to the Planning, Permitting and Enforcement department.

Compose and present information as directed to communicate with the public, other agencies, or the Board.

DATA RESPONSIBILITY:

Collects, classifies, and formats data or information.

PEOPLE RESPONSIBILITY:

Persuades or influences others in favor of a service, course of action, or point of view.

INVOLVEMENT WITH THINGS:

Handles machines, tools, equipment, or work aids involving some latitude for judgment regarding attainment of standard or in selecting appropriate items.

ASSETS RESPONSIBILITY:

Requires responsibility and opportunity for achieving moderate economies and/or preventing moderate losses through the management of a small division or handling of supplies of high value or moderate amounts of money.

MATHEMATICAL REQUIREMENTS:

Uses basic algebra calculating variables and formulas, and/or basic geometry, calculating plane and solid figures; may compute discounts, interest, ratios and proportions, and percentages.

COMMUNICATIONS REQUIREMENTS:

Reads journals and manuals; composes specialized reports and business letters using proper format and grammar; speaks to groups of coworkers and people outside the organization.

COMPLEXITY OF WORK:

Performs skilled work involving rules/systems with almost constant problem solving; requires normal attention with short periods of concentration for accurate results and occasional exposure to unusual pressure.

IMPACT OF DECISIONS:

Makes decisions with moderately serious impact - affects work unit and may affect other units or citizens.

EDUCATION AND EXPERIENCE REQUIREMENTS

EDUCATION REQUIREMENTS:

Requires high school diploma or GED, and one year of college or vocational school education in business administration or a closely related field.

LICENSES, CERTIFICATIONS, AND REGISTRATIONS REQUIRED:

Requires valid Virginia Driver's License.

EXPERIENCE REQUIREMENTS:

Requires one year of related experience.

AMERICANS WITH DISABILITIES REQUIREMENTS

PHYSICAL DEMANDS:

Requires sedentary work involving standing or walking for brief periods, exerting up to 10 pounds of force on a regular basis; and some dexterity in operating machines, tools, or office equipment.

SAFETY OF OTHERS:

Requires some responsibility for safety and health of others and/or for occasional enforcement of the standards of public safety or health.

UNAVOIDABLE HAZARDS:

The position is exposed to extreme heat or cold, wet or humid conditions, bright or dim lights, dust or pollen, heights, and traffic.

SENSORY (ADA) REQUIREMENTS:

The position requires normal visual acuity and field of vision, hearing, speaking, color perception, and depth perception.

AMERICANS WITH DISABILITIES ACT COMPLIANCE

The County of Northampton is an Equal Opportunity Employer. ADA requires the County to provide adequate accommodations to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.