

CITY OF NICHOLASVILLE
POSITION DESCRIPTION

Class Title: Administrative Specialist

Department: Planning and Zoning

Supervisor: Director, Department of Planning and Zoning

Supervises: None

Grade: 55

Class Characteristics: Under general direction, performs secretarial and clerical duties; prepares reports and records for Planning and Zoning activities and City Commission meetings; maintains financial records of the department; serves as receptionist; receives and processes new applications; performs related duties as required.

General Duties and Responsibilities

Essential:

1. Prepares for Planning Commission/Board of Adjustment meetings; notifies members of meeting dates; prepares agendas and packets, including staff reports; compiles and distributes information.
2. Forwards public notices to applicants as required, regarding meeting date and time; advertises meetings; posts signs of meeting notification.
3. Attends meetings, records minutes of meetings.
4. Prepares and maintains staff correspondence, subdivision regulations, zoning ordinances, comprehensive plans, general specifications, application forms, condemnation codes, and related information, files and maintains effective and efficient filing system for the Commission.
5. Receives routine inquiries and complaints; attends to their disposition or forwards as necessary.
6. Receives and reviews applications for completeness; calculates fees within established guidelines.
7. Receives revenues for departmental fees and permits.
8. Accepts invoices; prepares for payment, obtains department approval and then forwards to accounts payable.
9. Serves as receptionist for department, including answering telephone, waiting on customers, etc.

Non-essential: None

MINIMUM QUALIFICATIONS

Training and Experience: Graduation from high school or equivalent (GED). Two years

experience in an office setting is preferred. Experience in planning and zoning is desirable.

Special Knowledge, Skills and Abilities.

Knowledge:

1. Knowledge of business English, spelling, punctuation and grammar, and of modern office practices, procedures and equipment.
2. Knowledge of modern bookkeeping principles and filing practices.

Skills:

1. Skill in the use of keyboards, computers, calculators, and standard office equipment.
2. Good communication skills.
3. Good public relations skills.
4. Attention to detail.

Abilities:

1. Ability to perform accounts receivable and accounts payable duties.
2. Ability to work independently on complex clerical tasks.
3. Ability to communicate effectively, orally and in writing.
4. Mathematical abilities.
5. Ability to establish and maintain effective working relationships with officials, contractors/developers, employees in all city departments, and the general public.

ADDITIONAL INFORMATION

Instructions: Somewhat general; many aspects of work are covered specifically, but must occasionally exercise independent judgment.

Processes: Seldom required to take new, different, or unusual approaches in completing work.

Review of Work: Work is reviewed through oral and written reports.

Analytical Requirements: Problems require analysis based on precedent.

Physical Requirements of the Job: Work is performed in an office sitting at a desk or table. Must lift objects weighing less than 25 pounds as a job requirement. Must be able to climb stairs.

Tools and/or Equipment Used: Must use standard office equipment (computer, keyboard, telephone, copier, etc.).

Contacts: Frequent public and internal contacts requiring tact and diplomacy are requirements of

the job.

Confidential Information: Regular use of confidential information.

Mental Effort: Moderate/heavy.

Interruptions: Constant.

Special Licensing Requirements: None.

Training Requirements: None.

Certification Requirements: None.

Additional Requirements: Must be able to occasionally attend meetings after normal working hours.

Overtime Provision: Non-Exempt.