

FOREST COUNTY LAND & WATER RESOURCES DEPARTMENT

Position Description

Position Title: Administrative Assistant II

Reports to: Zoning/Land Use Administrator

FLSA Status: Nonexempt

County Status: Regular Full Time Employee (40 Hour Work Week)

Pay Grade/Pay Structure: \$15.48-\$17.20 per hour

I. Position Summary:

The job duties of the Administrative Assistant II include but are not limited providing administrative support for the Zoning/Land Use Department. This will include the responsibility as primary contact for direction of customers to proper representative within the Land Conservation and Zoning/Land Use Departments. Other duties will include processing of customer request for Land use applications and documents, sanitary permits and documents, fire number requests, land conservation assistance requests, Other various request of the customers of Forest County. This position will also work with contacting various committees and groups to establish meeting agendas, establish meeting sites, establish meeting arrangements and complete accounting of monetary transactions for the permitting process. Completion of voucher requests, payment accounting for contracts and services and other office work will also be required.

II. Primary Duties and Essential Responsibilities:

The duties described below are indicative of what the Administrative Assistant II might be asked to perform. This job description is to incorporate any county ordinances created for the position of Administrative Assistant II. This is not an exhaustive list of job responsibilities and therefore other duties may be assigned:

- Provides general administrative support to the Land Conservation Department and the Land and Water (Zoning) Department
- Processes fire number issuance applications
- Processes Land Use permit requests and issuance
- Process Sanitary Permit requests and issuance
- Tracks annual sanitary inspection program and reporting
- Tracks County wide recycling program including contracts for various programs and special collections
- Assists with County Soil and Water Management Plan activities including cost share accounting and reimbursement requests
- Prepares ads, news releases, brochures and flyers for land and water conservation, zoning, land use, sanitary and recycling purposes
- Tracks and evaluates participation and volume of materials for recycling programs
- Creates invoices and tracks payments
- Creates vouchers and processes vouchers through appropriate action

- Compiles information and prepares reports for the Land Conservation Committee, the Land and Water(Zoning) Committee, State of Wisconsin and other government organizations as required
- Answers phone and email inquiries to the land Conservation Department and the Land and Water(Zoning) Department, directs calls to appropriate staff and answers questions as knowledge allows
- Completes filing, photocopying, word processing, spreadsheet updates and other general administrative activities
- Assists with administering various grant programs as required by the departments
- Maintains various department information in Excel spreadsheets
- Maintains and logs electronics recycling information in an Excel spreadsheet
- Maintains select databases as necessary to assure accountability, and to evaluate the efficiency of the Land Conservation Department and the Land and Water(Zoning) Department
- Supports efforts of service contractors and provides information from County systems as requested
- Maintain an Excel database to support GIS computer mapping completed by the departments
- Maintains and distributes county-wide brochure and poster programs
- Implements and prepares for program community events and seasonal festivals as required
- Prepares agenda, properly post meetings and attends committee meetings. Records proceedings, and establishes minutes of meetings as required
- Performs other duties and responsibilities as assigned by the Land Conservation Director/County Conservationist and County Zoning Administrator including general reception and administrative duties as needed

Customers:

- General public and users of the natural resources and land use base of Forest County
- All clients and their agents that receive Land Conservation and Zoning/Land Use services via a scheduled annual work plan activity, contract, or permit

Team Members:

- All municipalities, including all Towns within Forest County
- All Land Conservation and Zoning/Land Use staff members
- DOA, State legislator, and Federal legislator team members who assist the Land Conservation and Zoning/Land Use to serve its customers
- Cooperating agency staff members (DNR, DATCP, UWEX) who provide resource management services under contract or MOU with Chippewa County Recycling Division
- Cooperating Co. Dept. staff members (Highway, Planning and Zoning, Other) who provide services under contract, MOU, or joint working agreements with the Recycling Division
- Individual volunteers and members of 501(c)(3) conservation organizations that provide services to the property owners and municipalities

IV. Physical Requirements and Working Conditions

The physical demands and work environment characteristics described here 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 the essential functions.

Employee is regularly required to sit; use hands to finger, handle, or feel; and talk or hear. The employee is occasionally required to walk, stand and reach with hands and arms; and stoop, kneel, crouch, or crawl. The employee must regularly lift and /or move up to 10 pounds, and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, depth perception, and ability to adjust focus. The noise level in the work environment is usually quiet. Reasonable accommodations may be made to enable individuals with disabilities to perform these functions.

Environmental Adaptability

- Ability to work under generally safe and comfortable conditions where variations or extremes in temperature, odors, toxic agents, violence, noise, vibrations, wetness, disease and/or dust are minimal and where there is little risk of injury.

V. Minimum Qualifications

Education: An Associate degree in clerical science and two (2) years of recent administrative experience; (OR) A high school diploma with three (3) years of professional experience.

Experience: Work experience in public outreach and applied education in support of public health, recycling, or land conservation program application is preferred. Computer proficiency required. Knowledge of Microsoft Word, PowerPoint, Publisher, Excel, Outlook Express, and Internet Explorer. Arc View software knowledge is preferred. Knowledge of land descriptions and permitting process is preferred. Must have a valid driver's license. Excellent customer service is essential.

Skills, Knowledge and Abilities:

- Ability to decide the time, place, and sequence of operations with an organizational framework, as well as the ability to oversee their execution
- Ability to communicate effectively both orally and in written form
- General knowledge of land conservation and zoning/land laws, principles, permitting and methods
- Ability to work independently and with minimal direction
- Ability to work with service contractors; ability to understand and interpret contract language
- Ability to organize and carry out special research and collection projects under minimal supervision
- Ability to establish and maintain effective working relationships with the public, county agencies, governmental agencies, businesses and municipal officials
- Ability to prepare and maintain clear and accurate records and reports
- Ability to compose routine correspondence
- Ability to maintain discretion regarding business-related files, reports and conversations, within the provisions of open records laws
- Ability to operate various types of equipment-standard office equipment, computer and intermediates knowledge of Microsoft Office software
- Other equipment may be required

- Ability to perform basic mathematical calculations

Licenses and Certifications: Must possess and maintain a valid Wisconsin driver's license, and maintain minimum county insurance requirements.

Forest County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the employer.

THIS DESCRIPTION DOCUMENTS THE GENERAL NATURE AND LEVEL OF RESPONSIBILITY ASSOCIATED WITH THIS POSITION. IT IS NOT INTENDED TO BE A COMPREHENSIVE LIST OF ALL ACTIVITIES, DUTIES AND RESPONSIBILITIES REQUIRED OF INCUMBENTS. IT IS NOT INTENDED TO LIMIT OR MODIFY THE RIGHT OF ANY SUPERVISOR TO ASSIGN, DIRECT, AND MONITOR THE WORK OF EMPLOYEES UNDER SUPERVISION.

Approvals: Approved by Personnel Committee on May 24, 2018

Department Head: _____ Date: _____