

**CITY-COUNTY PLANNING COMMISSION OF WARREN COUNTY
POSITION DESCRIPTION**

Position Title: Administrative Coordinator
Supervisor: Executive Director
Date: March, 2022
Status: Exempt - Classified Appointment

Purpose of Position:

The Administrative Coordinator coordinates clerical and administrative staff support services critical to the business operations of the Planning Commission which include: staff support services to the Planning Commission, administrative support to various boards of the Planning Commission and performing related administrative and clerical tasks. This position requires general knowledge of legal document recording and ability to learn planning and local government procedures.

Essential Duties and Responsibilities: The following duties are normal for this position. These duties are not exclusive or all-inclusive. Other duties may be required and assigned.

- Provide clerical and administrative support for Planning Commission staff and the various Planning Commission Boards;
- Act as recording secretary for the various Planning Commission Boards and meetings;
- Maintain records and files for each property pertaining to various Planning Commission activities;
- Assist in coordination of activities with sister agencies;
- Performs other routine clerical tasks such as preparing correspondence, posting information to the website, filing and photocopying;
- Assist in answering and directing telephone inquiries and greeting patrons;
- Use discretion and independent judgment with respect to matters of significance to the Planning Commission;
- Perform other related duties as required.

Minimum Training and Experience:

Education: This position requires a High School Diploma or General Equivalency Diploma (GED).

Experience: Prior experience in a clerical position is required.

Skills & Knowledge: Required or willing to learn and apply the following:

- Competency in word processing and spreadsheet applications.
- Excellent organization, written and oral communication, and public relation skills.
- A valid driver's license is required.

- Basic computer functions including Microsoft Office software.
- Principles of business letter writing and basic report preparation.
- Managing multiple assignments and learning to set priorities.
- Establishing and maintaining cooperative working relationships with those contacted in the course of work.