

Authorization No.:  
Position No.:  
Pay Grade:  
Date:

**ISLAND COUNTY**  
**SUMMARY JOB DESCRIPTION**

<b>POSITION:</b>	<b>ADMINISTRATIVE ASSISTANT - PLANNING &amp; COMMUNITY DEVELOPMENT DEPARTMENT</b>
<b>CURRENT EMPLOYEE:</b>	<b>413.00</b>
<b>POSITION NUMBER:</b>	
<b>ANNUAL HOURS WORKED:</b>	<b>2080</b>

**1.0 MAJOR FUNCTION AND PURPOSE**

- 1.1 Employee in this position provides administrative secretarial support to the Building Official including file organization and phone calls.
- 1.2 Employee assists permitting staff by scheduling inspections requests, performing data entry, file maintenance, tracking permit status, and providing general information to the public.
- 1.3 Employee will assist Plans Examiners and Inspectors with projects as needed and as time allows.

**2.0 SUPERVISION RECEIVED**

- 2.1 Supervision and guidance is received from the Building Official or the Planning & Community Development Office Manager. The employee is given discretion in the prioritization and accomplishment of tasks associated with described duties, provided established deadlines and guidelines are adhered to.

**3.0 SUPERVISION EXERCISED**

- 3.1 Employee in this position does not have supervisory authority.

**4.0 SPECIFIC DUTIES AND RESPONSIBILITIES**

- 4.1 Responsible for the data entry pertaining to the tracking of permits.
- 4.2 Responsible for providing service to the public, responding to customer inquiries regarding the status of permits, address verifications, and parcel numbers. Responsible for scheduling daily building inspections and coordinating these inspections with the Building Official, Building Inspectors, and customers.

- 4.3 Handles all general office duties such as filing, mailing, copying, and responses to public inquiries. Responsible for monthly permit tracking reports.
- 4.4 Schedules public meeting of the Historical Review Committee, set up audio and recording equipment for these meetings, established the agenda, ensures that the minutes are taken, and that decision documents are properly handled and distributed to parties of record.
- 4.5 Perform other tasks as directed.

## **5.0 DESIRABLE QUALIFICATIONS, KNOWLEDGE, SKILLS AND ABILITIES**

- 5.1 Ability to take and transcribe minutes of meetings and correspondence.
- 5.2 Working knowledge of typical computer software and equipment used in an office environment.
- 5.3 Ability to lift boxes and files up to 40 pounds in weight.
- 5.4 Ability to maintain a high standard of accuracy and completeness when performing data entry.
- 5.5 Ability to quickly grasp new techniques, deal with rapid changes in events, remain calm in stressful situations, and relate to various personality styles in a professional manner.
- 5.6 Employees in this position must be able to work effectively with the community of development professionals, the general public, appointed and elected officials, and coworkers.
- 5.7 Understands and complies with the need for maintaining confidentiality of sensitive information.
- 5.8 Independent and self motivated to complete required deadlines while simultaneously completing other tasks.
- 5.9 Good grammar, writing, and editing skills are required.
- 5.10 Working knowledge of, or ability to acquire working knowledge of basic Planning and Building Codes.

## **6.0 EDUCATION, EXPERIENCE AND CERTIFICATES**

- 6.1 High School diploma or equivalent.

- 6.2 Experience in local government administration; background in plans examination or building permits; or real estate & title insurance background is highly desirable.
- 6.3 Experience with data entry, word processing, and spreadsheet software packages typically used in an office environment.
- 6.4 Minimum three (3) years of administrative support experience.

**THIS JOB DESCRIPTION DOES NOT CONSTITUTE AN EMPLOYMENT AGREEMENT BETWEEN THE EMPLOYER AND EMPLOYEE, IS NOT MEANT TO BE COMPREHENSIVE OR ALL INCLUSIVE, AND IS SUBJECT TO CHANGE AS THE NEEDS OF THE EMPLOYER AND REQUIREMENTS OF THE JOB CHANGE.**

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**DATE**

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**DEPARTMENT HEAD**

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**DATE**

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**EMPLOYEE**