

## **EXECUTIVE ASSISTANT/PLANNING**

### **DEFINITION**

Under direction, to serve as primary administrative and staff support person for Planning and Building Services, Zoning Administrator and the Planning Commission; to perform specialized office and fiscal support consisting mainly of detailed financial bookkeeping and accounting and assisting the public with inquiries; to perform a variety of administrative, staff, and office management duties for the department head; and to perform difficult, complex, and specialized office support, information gathering, information preparation, and publication; preparation of documents for recordation, and related work as required.

### **DISTINGUISHING CHARACTERISTICS**

This is the most advanced, specialized administrative level in the Executive Assistant class series. Position provides a variety of complex administrative, staff, and office management support for Planning and Building Services, Zoning Administrator and the Planning Commission. Successful performance of responsibilities requires detailed and specialized knowledge and understanding of the operations the Planning and Building Services, Zoning Administration and the Planning Commission, ability to prepare timely and accurate minutes, resolutions and notices of public hearings.

### **REPORTS TO**

Director of Planning and Building Services, Department Fiscal Officer.

### **CLASSIFICATIONS DIRECTLY SUPERVISED**

May provide supervision and lead direction for Administrative Assistant I & II.

## **EXECUTIVE ASSISTANT/PLANNING - 2**

### **EXAMPLES OF DUTIES**

- Serves as primary administrative and staff support person for the Planning and Building Services Department, the Zoning Administrator and the Planning Commissioner;
- Performs a wide variety of specialized office management, administrative support, and fiscal support assignments.
- Prepares notices of public hearings, agendas and takes minutes at Zoning Administrator and Planning Commission meetings.
- Provides public information, receiving office visitors and telephone calls, providing comprehensive information about Planning and Building Services, Zoning Administration and Planning Commission policies, functions, and procedures.
- Directs inquiries to County departments, as appropriate.
- Assists with the development and administration of the Department's activities and budget.
- Maintains and tracks a variety of fiscal and budget control journals, documents, and reports.
- Prepares and submits activity reports and reports required by other government agencies.
- Maintains and submits user fee documents and records.
- Establishes and updates information retrieval systems.
- Performs purchasing activities.
- Performs a variety of word processing in paper and electronic publishing, and office support functions
- Operates office equipment; may have work coordination and lead worker responsibilities.

### **TYPICAL PHYSICAL REQUIREMENTS**

Sit for extended periods; frequently stand and walk; normal manual dexterity and eye-hand coordination; corrected hearing and vision to normal range; verbal communication; use of audio-visual equipment; use of office equipment including computers, telephones, calculators, copiers, and FAX.

### **TYPICAL WORKING CONDITIONS**

Work is performed in an office environment; contact with staff and the public.

## **EXECUTIVE ASSISTANT/PLANNING - 3**

### **KNOWLEDGE OF:**

- County policies, rules, and regulations.
- Laws, rules, and regulations affecting assigned program functions and services.
- Budget development and control.
- Public and community relations.
- Office management methods and procedures.
- Establishment and maintenance of filing and information retrieval systems.
- Purchasing methods and procedures.
- Account and statistical recordkeeping.  
Preparing agendas and minutes.
- Personal computers and software applications related to administrative support work, paper and electronic publishing.
- Correct English usage, spelling, grammar, and punctuation.
- Principles of work coordination and lead supervision.

### **ABILITY TO:**

- Perform a wide variety of complex and specialized administrative support work for the Planning and Building Services Department, the Zoning Administrator and Planning Commission.
- Interpret, explain, and apply a variety of County and Department policies, rules, and regulations.
- Work with considerable initiative and independence while exercising good judgment in recognizing scope of authority.
- Exercise significant responsibility in the development, maintenance, and control of the Department budget.
- Gather, organize, analyze, and present a variety of data and information.
- Prepare, clear, concise and accurate records, reports and publications.
- Prepare promotional and informational materials.
- Take and transcribe notes, developing minutes for boards, committees, and commissions.
- Use a personal computer and appropriate software for word processing, recordkeeping, desktop publishing database, spreadsheet and administrative functions.
- Establish and maintain cooperative working relationships.

## **EXECUTIVE ASSISTANT/PLANNING - 4**

### **TRAINING AND EXPERIENCE**

At least four (4) years of responsible experience performing a variety of administrative, office and fiscal support duties at a level equivalent to Administrative Assistant II with Plumas County, including substantial experience in a public contact position.

### **SPECIAL REQUIREMENTS**

Possession of a valid California Driver's License issued by the Department of Motor Vehicles.