

Kane County

Job Description



Job Title:	Land Use Secretary	Job Code:	172
Division:	Land Use	Effective Date:	12/01/10
Department:	Commission/Administration	Last Revised:	12/01/10

GENERAL PURPOSE

Performs a variety of **general administrative and complex clerical** duties as needed to expedite the administrative, technical or clerical functions of the Land Use Department.

SUPERVISION RECEIVED

Works under the general supervision of the Land Use Director.

SUPERVISION EXERCISED

None.

ESSENTIAL FUNCTIONS

Administrative Support: Gathers annual budget details; prepares initial drafts of departmental budget recommendations; assists department head to finalize budget preparations for delivery to county clerk/auditor; monitors departmental fiscal activity to assure compliance with established budget guidelines; processes department accounts payable for approval and payment; enters bills/accounts payable into county Incode System; prepares requisitions, balances account records; receives and processes timesheets; ensures timely submission of work records for payroll calculations; monitors and tracks employee accrual and use of sick leave, vacation and overtime leave.

Receive and review zoning clearances for completeness and accuracy; ensures timeliness of field visits and permit processing; reviews manufactured and mobile home applicant documentation; follows established procedures and processes as needed to complete the placement of permits; calculates and assesses fees according to fee guidelines and regulations; collects fee payments and ensures proper deposit with county treasurer's office.

Acts as a notary to validate various and specific portions of documents as required for zoning clearances, manufactured housing clearance and business registrations.

Land Use/Planning: Prepares meeting packets and approval letters; sends out notices of planning, boundary commission and board of appeals meetings; maintains meeting and appointment calendar; schedules meeting locations and apprises land use/planning commissioners of meeting plans; coordinates the preparation of meeting agenda as required; publishes notice of meeting via local newspaper and posts notices to county website as required; prepares staff reports; maintains project files and makes revisions as required.

Attends meetings; takes and transcribes minutes, hearings, resolutions, ordinances, correspondence, and other projects from tape recordings or hand written minutes; organizes maps and necessary display materials; provides request application forms for agenda items, accepts the same and receipts filing fees.

Assists the public in the completion and processing of zoning applications, i.e., land use, signage, zoning, subdivision, etc.; assists in the general administering of land use and subdivision regulations.

Provides initial contact with the general public seeking information regarding zoning and planning issues; determines necessary application forms and may assist customer with completion; receives and accepts site plans for new residential and commercial developments; accepts petitions for rezoning, annexations, street or easement vacates and conditional uses; assess fees according to established requirements; maintains and distributes log of requests; may issue notices for delivery to adjacent property owners to apprise of proposed or pending actions related to manufactured housing, zoning clearances, etc.

General: Acts as receptionist and county switchboard operator; answers phone and routes calls; takes and relays messages; provides information to inquiring parties; responds to general questions related to department functions; attends planning commission meetings, takes dictation and transcribes material into documents, letters, reports, memos, minutes or other general correspondence; composes routine letters and informative notices.

Monitors director's calendar to assure against conflicts; schedules appointments for director; advises personnel of meeting requirements; monitors deadlines for special activities such as hearings, legal notices, mailings, postings, etc.; apprises commission and/or board members of meeting schedules.

Performs document filing and maintenance; receives and processes records, applications, reports and various documents related to the legal obligations and functions of the department; purges records according to established guidelines and regulations.

Performs related duties as required.

MINIMUM QUALIFICATIONS

1. Education and Experience:

A. Graduation from high school plus one (1) year of specialized training in general office practices and procedures, PC operation and various software applications;

AND

B. Four (4) years of responsible experience related to above duties;

OR

C. An equivalent combination of education or experience.

2. Knowledge, Skills, and Abilities:

Considerable knowledge of modern office practices and procedures; of grammar, spelling and punctuation; of modern filing systems related to alphabetical and numeric files; personal computer operations and various program applications such as MS Word, WordPerfect, Excel, etc.; telephone etiquette, various office machines, i.e., ten key, copy machine, etc. **Working knowledge** of administrative procedures; basic budgeting procedures and organization; of legal processes associated with the maintenance of public records and documents; planning and zoning codes; interpersonal communication skills, bookkeeping and basic accounting.

Skill in taking and transcribing dictation from hand written notes or from recording equipment; computer keyboard operations.

Ability to exercise initiative, independent judgment and to act resourcefully under varying conditions; work under the pressure of time deadlines and related workload stress and multi-tasking requirements; read and understand building plans, building codes, flood plain maps; take shorthand or speed writing; communicate effectively verbally and in writing; ability to establish and maintain effective working relationships with fellow employees, elected officials and other agencies of the public; perform general bookkeeping; establish and maintain comprehensive records and files.

3. Special Qualifications:

Must be able to type 60 wpm. Speed-writing helpful but not essential.

4. Work Environment:

Incumbent of the position performs in a typical office setting with appropriate climate controls. Tasks require variety of physical activities, not generally involving muscular strain, such as walking, standing, stooping, sitting, reaching, talking, hearing and seeing. Rapid work speed required to perform keyboard operations. Common eye, hand, finger, leg and foot dexterity exist. **Mental application** utilizes memory for details, verbal instructions, emotional stability, discriminating thinking and some guided problem solving. Tasks may require periodic local travel related to locating or verifying properties and addresses.

Disclaimer: The above statements describe the general nature, level, and type of work performed by the employee(s) assigned to this classification. They are not intended to be an exhaustive list of all responsibilities, demands, and skills required of personnel so classified. Job descriptions are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, delete, or modify any and/or all provisions of this description at any time as needed without notice. This job description supersedes earlier versions.

I _____ have reviewed the above job description. Date: _____
(Employee)