

Park County

Job Description



Title:	Office Assistant II	Code:
Division:	Administration	Effective Date: 4/12/2024
Departments:	Planning and Zoning	Last Revised: 4/12/2024

GENERAL PURPOSE

Performs a variety of mid-level administrative duties with supervisory oversight in the Planning and Zoning Department. Primary duties require the ability to determine how policies and objectives will be met to carry out the Department's functions. The use of word processing and/or spreadsheet applications is a regular component of the daily duties of this position. Serves as a primary liaison to the Planning and Zoning Director, providing information in his/her absence, where needed. May provide general department information to the public in the absence of the Planning and Zoning Director but does not act in his/her absence. May assist the Director with budget oversight and implementation.

SUPERVISION RECEIVED

Works under the direct supervision of the Planning & Zoning Director or his/her delegated assignee.

SUPERVISION EXERCISED

None.

ESSENTIAL FUNCTIONS

Serves as customers' first point of contact/office reception. Extensive interaction with the general public in person, on the phone and by email. Serves as an information source about a variety of County topics and issues. Answers phones and emails, maintains detailed records of contacts, and forwards messages to staff as appropriate. Carries out responsibility for record retention using an established system defined by the Department.

Performs day-to-day financial duties including, but not limited to, bookkeeping, accounts payable and receivable records, purchases/expenditures, petty cash management, travel and payroll vouchers, financial reporting, office material and inventory management and the department's coordination with the County's auditors.

Coordinates meetings and conferences, including securing locations and meals, sending invitations, and preparing the space in advance of the arrival of attendees. May attend meetings and take notes or minutes. May attend and participate in department or organizational training.

Drafts and publishes public hearing notices and required mailings as directed. Updates and maintains meeting dates and staff report deadlines in shared calendar and internal tracking system(s). Assists Planners by coordinating with applicants and/or applicant's representatives regarding meeting dates, deadlines and required documentation for project completion.

Develops and maintains extensive filing system for projects and programs such as supplies and equipment purchases, fixed assets, County development, department rules and regulations, permitting, etc. Ensures records are complete, organized, easily accessible and intact for all County-related purposes.

Must be capable of emulating the style, corporate philosophy and professional personality of the supervisor for whom he/she works.

Performs related duties as required.

MINIMUM QUALIFICATIONS**1. Education and Experience:**

- A. Graduation from high school or equivalent required; **AND**
- B. Associates degree with coursework supportive of skills needed for the position; **OR**
- C. A minimum of three (3) years of comparable work experience in an office environment; **OR**
- D. Education and/or experience equivalent/comparable to B and/or C above.

2. Knowledge, Skills, and Abilities:

Strong computer skills are required to carry out daily work assignments. This position requires knowledge of Microsoft Word, Excel and Outlook, and potentially PowerPoint. The Office Assistant II will be provided the necessary tools and be required to learn basic geographic information system (GIS) skills through independent study in the office and technical guidance from staff.

Flexibility, excellent interpersonal skills, oral and written communication skills, project coordination experience. Ability to work well with all levels of internal management and staff, as well as outside clients and vendors. Ability to train others in system and organizational functions and duties is essential. Flexibility to adapt to a changing work environment and to complete multiple tasks with limited oversight.

Skill in the use of communications equipment and standard office equipment and procedures.

Ability to deal effectively with stress caused by public contact; operate office equipment; communicate effectively, verbally and in writing; maintain effective working relationships with supervisors, fellow employees, and the public.

3. Special Qualifications: None.

4. Work Environment: Performs in a typical office setting with appropriate climate controls. Tasks require a variety of physical activities such as walking, standing, stooping, sitting, reaching, talking, hearing and seeing. Talking, hearing and seeing are essential to the effective performance of the job. Common eye, hand and finger dexterity is required for most essential functions, in particular keyboard and computer use. Mental application utilizes memory for details, verbal instructions, emotional stability, and discriminating thinking.

Disclaimer: The above statements describe the general nature and type of work performed by the incumbent assigned to this classification. They are not intended to be an exhaustive list of all the 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. Management reserves the right to add, delete, 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 job description.

(Employee)

Signature: _____ Date: _____