

MEDINA COUNTY COMMISSIONERS

Job Description

Administrative Coordinator

Building Department



SUMMARY

The Administrative Coordinator works under the direct supervision of the Chief Building Official. Coordinates, oversees, and/or performs a wide variety of administrative, secretarial, and program support activities. Administers permit issuance process and procedures. Manages administrative, fiscal, personnel and facility functions with narrow to moderate authority to make independent decisions; exercises judgment and resolves problems that are central to the operation of the Building Permits Department. Serves as the primary administrative contact and liaison with other offices, individuals, and external institutions and agencies on a range of specified issues Supervises and coordinates office support staff services and oversees and/or participates in the coordination, supervision, and completion of special projects and/or events. May serve on a variety of committees in a support capacity.

PRINCIPLE DUTIES AND RESPONSIBILITIES:

- I. Performs office management duties; directs the workflow and supervises the processing of administrative and personnel paperwork, including permits, workloads, schedules, and evaluation of staff performance. Supervises, trains and evaluates administrative support staff; determines work assignments and work schedules, adjusts clerical assignments to accommodate priority needs; assists in determining staffing needs and making hiring decisions. Reviews administrative and internal operating procedures for efficiency and effectiveness; recommends improvements; establishes procedures to implement operational and/or fiscal policies. Devises, modifies and/or supervises the maintenance of complex filing systems and record keeping which may be automated. **Time spent: 25%**
- II. Oversees administrative matters for the Chief Building Official as assigned. Serves in his absence as delegated. Serves as a resource to staff and others regarding County and departmental policies and regulations. Monitors and reviews all personnel actions for accuracy and compliance with department and County procedures and resolves related problems as they arise. Serves as a primary point of direct administrative contact and liaison with other offices, individuals, and external institutions and agencies on a range of specified issues; organizes and facilitates meetings, conferences, and other special events, as required. Represents the Building department to other County offices and agencies in administrative matters that affect the operations of the department. **Time spent: 25%**
- III. Assembles and interprets data, prepares administrative reports and handles correspondence for the department. Prepares State of Ohio, Board of Building Standards monthly reports. Supervises maintenance of financial records of departmental appropriations. Oversees issuance of permits ensuring requirements are met, proper fees charged, and customers advised of inspection requirements and project finalization. Reviews and updates building department forms and/or instructions. **Time spent: 25%**

Class #: 12115 Class Title: Clerical Supervisor Position Control #: 10069.0 Normal working Hrs: 8 a.m. to 4:30 p.m.

County of Employment: Medina Working Title: Administrative Coordinator Pos # & Title of Supervisor: County Building Official #: 24113

- IV. Assists in the preparation of department budget; assists in managing approved budget, making decisions related to the appropriateness of requested expenditures. Advises and assists director and staff in resolving budget and other business problems related to the department's operations and programs. Reviews reports for total daily receipts, correlates to actual monies received. Establishes procedures for depositing monies at Treasurers office. **Time spent: 15%**
- V. Oversees maintenance, safety and security of department facilities and resolves related problems as they arise. May be responsible for special projects or operations which may be ongoing and which require planning, coordination and supervision, and which are necessary to the work of the department. Assists staff in preparation of timesheets; review timesheets for approval and forwards to Human Resources. Assists department personnel in processing accident reports, expense reimbursements, medical claims, and training. **Time spent: 5%**
- VI. Performs related duties as assigned. **Time spent: 5%**

Class Title / Position Number of Position(s) Supervised:

Clerk 1: 12111C (3)

	KNOWLEDGE ^ SKILLS ^ ABILITIES	PRINCIPLE DUTIES
Knowledge:	<ul style="list-style-type: none"> (1) Standard office administrative procedures and practices. (2) County organization, procedures and practices, & standards.* (3) Techniques for dealing effectively with internal & external constituents. (4) Computer applications related to the work (5) Employee relations & management methods. (6) Standard & county accounting practices & procedures. (7) Building codes, polices, regulations & procedures.* (8) Business arithmetic & basic statistical techniques. (9) Basic supervisory principles & practices. (10) Basic budgeting theories & principles. (11) Records management principles & practices. (12) Knowledge of supplies, equipment, and/or services, ordering & inventory control. (13) Standard computer & software operations. (14) Medina County special computer systems & software. 	<p>Oversee daily operations of office.</p> <p>Ensure department paperwork and reporting meets standards.</p> <p>Balances departments' receipts.</p> <p>Supervises, trains and evaluates administrative support staff.</p> <p>Devises, modifies and/or supervises maintenance of complex filing systems and record keeping.</p> <p>Resource to staff and others regarding County and departmental policies and regulations.</p>
Skills:	<ul style="list-style-type: none"> (15) Write and prepare meaningful reports and correspondences. (16) Maintain accurate records. (17) Multi-task. (18) Communicate effectively with co-workers, subordinates, superiors, the general public, representatives of public & private organizations & others sufficient to exchange or convey information. (19) Analyze/resolve office administrative and procedural problems; (20) Perform basic research; prepare reports & recommendations. (21) Use initiative & independent judgment within established policy and procedural guidelines. 	<p>Operate computers.</p> <p>Operate systems.</p> <p>Prepare and submit daily, monthly, and yearly finical and status reports.</p> <p>Establish and maintain check and balances for department records.</p> <p>Timely reporting and being aware of other department's requirements.</p> <p>Office management duties including permits, workloads, schedules, and evaluation of staff performance.</p> <p>Oversees administrative matters for the Chief Building Official as assigned.</p> <p>Monitor employee interactions with each other and customers.</p>
Ability:	<ul style="list-style-type: none"> (22) Ability to develop, implement, & evaluate programs. (23) Ability to collect, analyze & classify information. (24) Ability to prepare oral & written reports. (25) Able to review & analyze daily cash receipts & balance to permits issued. (26) Supervise, monitor & evaluate work of staff. (27) Set priorities, meet deadlines & follow up on assignments with minimum direction. (28) Provide complex office administrative support in the areas of procurement, budgeting, report preparation and staff communication. <div style="border: 1px solid black; padding: 5px; margin-top: 10px; width: fit-content;"> <p>* Developed after employment</p> </div>	<p>Assists in processing plan reviews & permit fees.</p> <p>Assists in calculation of fees.</p> <p>Uses standard accounting procedures to ensure department receipts are secured.</p> <p>Directs workflow.</p> <p>Supervises processing of administrative and personnel paperwork.</p> <p>Assists in preparation of department budget; managing approved budget, & making decisions related to the appropriateness of requested expenditures.</p>

Administrative Coordinator- Building Department

MEDINA COUNTY POSITION DESCRIPTION ADDENDUM

MINIMUM CLASS REQUIRMENTS

- 1) Graduate from high school or equivalent
- 2) Proficient in Microsoft Excel, Word.
- 3) Valid Ohio Driver's License and clean driving record.
- 4) Minimum four years experience or combination of education and experience that enables performance of all aspects of the position.

COMPETENCIES / ESSENTIAL FUNCTIONS / UNUSUAL WORKING CONDITIONS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions

- Effectively present information and respond to questions.
- Ability to handle several tasks at the same time.
- Function independently.
- Mental capacities to make independent decisions.
- Talk, hear, stand, walk, use stairs, sit; use of hands or fingers, handle or feel objects, tools, or controls; and reach with hands and arms.
- Specific vision abilities required for close vision and ability to adjust focus.
- Possess mobility to work in a standard office setting and use standard office equipment and travel throughout county.
- Strength to lift and carry materials weighting up to 20 pounds.
- Hearing and speech to communicate effectively in person and over the telephone.

Department Director: _____

Date: _____

Human Resources: _____

Date: _____