 **MORROW COUNTY** **JOB DESCRIPTION**

**Date Prepared:** Sept. 1995, Oct. 2020

**Position Title:** Office Manager

**Department:** Planning Department

**Supervisor:** Planning Director

**Position Summary:** Under the direct supervision of the Planning Director, the Office Manager/Project Coordinator provides counter assistance, manages the Planning Department's administrative functions, provides administrative support to the Planning Commission and participates in special assignments.

**Supervisory Responsibilities:** None.

**Qualifications:**

* Education: Associate's degree or equivalent with emphasis in office support and management.
* Experience: Four years of administrative and clerical experience.

**Skills/Abilities:**

* Experience with a variety of office equipment, or ability to learn.
* Ability to acquire a practical knowledge and overview of the land use planning procedures, regulations and processes used in Morrow County.
* The communication skills necessary to handle requests and questions in a competent, professional and friendly manner.
* The ability to learn the techniques and procedures necessary to use the department software including: WORD, Excel, digital recording software, and PC Tools.
* A thorough knowledge of administrative support techniques and procedures and the ability to implement them.
* Ability to effectively use oral and written communication in the performance of duties and responsibilities.
* Ability to learn and implement county procedures, regulations and requirements with respect to procurement, budget, safety, operations and organization.
* Equipment used: Personal computer, telephone, copy machine, fax machine, personal electronic devices and other office equipment, automobile.
* Proficient with Microsoft Office, including Microsoft Excel, Outlook, Word, email, and other software applications as required.

**Job Duties/Responsibilities:**

* Manage the office functions and procedures of the Planning Department.
	+ Provide administrative support for the Planning Director and planners as necessary.
	+ Respond to informational inquiries from the public, agencies and organizations.
	+ Assist the public in identifying necessary permits administered and issued by the Planning Director and planners.
	+ Set up files for applications including conditional use permits, variances, land partitions, subdivisions, zone changes, code and zoning violations, and plan and code amendments.
		- Together with input from the Planning Director, assign applications to planners
		- Set up hearing checklist for Planning Commission meetings.
		- Set up hearing checklist for Board of Commissioner land use hearings.
		- Collect data and assist Planning Director and planners with staff reports.
		- Provide notice to adjacent property owners and interested parties, as required by established departmental procedure, state law and local ordinance.
		- Develop and submit required legal notices as required by Oregon law and local Ordinance.
		- Implement a system for annual review of permits as required.
		- With planners, finalize files for both paper and digital filing.
		- Set up meetings with other agencies, property owners and other departments to review subdivision applications and for other projects as necessary to support the Planning Director.
	+ Serve as Notary Public for department and public use.
	+ Assist in set up and implementation of program to convert files to digital format.
* Provide administrative support for Planning Commission Meetings.
	+ Prepare and distribute the monthly agenda to Planning Commission and interested parties. Coordinate agenda with Planning Director and Planners.
	+ Prepare and distribute meeting notices to appropriate news media, for example Legal Notices for Land Use Hearings.
	+ Prepare, assemble and distribute packets for Planning Commission meetings, both electronically and for parcel post.
	+ Upload agendas and packets to website.
	+ Record and transcribe the official minutes of Planning Commission meetings.
	+ Develop and maintain files necessary for the administration of the Planning Commission such as appointment and renewal of terms of office and other administrative duties.
	+ Complete A – E above for land use hearings before the Board of Commissioners.
* Code Enforcement Administrative Support
	+ Provide administrative support for Code Enforcement.
	+ Coordinate with Planners and Sheriff’s Office.
	+ Maintain list and tracking system of pending code violations.
	+ Mail letters to landowners as directed by planners and Sheriff’s Office.
	+ Develop monthly summary of Code Enforcement activity for Planning Director and Sergeant in Sheriff’s Office.
	+ Assist Planning, Sheriff and other departments with special clean up events. Activities to include helping to coordinate logistics, outreach and publicity and notice to landowners.
* Department Budget Administrative Support
	+ Provide bookkeeping and administrative support for
	+ Planning Department
	+ Building Permit Fund
	+ Heritage Trail Fund
	+ Water Fund
	+ Assist with annual budget preparation
	+ Set up annual binder for revenue and expenditures
		- Maintain binder weekly, coding invoices for payment and tracking revenue
		- Mail coded invoices to Accounting Clerk
		- Deposit payment of fees in local bank
		- Report all deposits to County Treasurer
	+ Assist Planning Director with tracking grant funds and expenditures.
* Department Organization
	+ Communicate with planning department employees to effectively and efficiently coordinate applications, projects and other work.
	+ Communicate with employees from other departments and agencies in order to coordinate and implement projects.
	+ Communicate with members of the general public in order to share information about projects.
	+ Maintain and update the Department Procedures Manual, as necessary.
* Performs related duties as assigned to meet business needs.

**Essential Job Functions:**

***Working Environment:*** The work is accomplished in the office of the Morrow County Planning Department in Irrigon. Travel both within and out of county for meetings and trainings is normal and customary.

***Physical:***

* Ability to sit for extended periods of time while viewing a computer monitor and operating a keyboard.
* Ability to enter and retrieve data from County computers and software.
* Other physical requirements include walking, bending, stooping, filing books on upper shelves, lifting heavy boxes and files up to 40 pounds frequently.

***Mental:***

* Ability to handle stressful situations when interacting with the public.
* Ability to maintain confidentiality.
* Ability to read, write, and comprehend English.
* Ability to perform basic math functions.
* Ability to greet customers in the office and on the phone in a courteous and professional manner.

**ADA Statement:**

Ability to perform the essential functions of this position with or without reasonable accommodation.

X

Signed and Approved Date