

LINN COUNTY CLASSIFICATION

TITLE:	PLANNING & BUILDING ADMINISTRATIVE SPECIALIST	
NUMBER:	331	APPROVAL ORDER
PAY RANGE:	08	NUMBER: 2000-285
CATEGORY:	OPEU	DATE: August 9, 2000

GENERAL STATEMENT OF DUTIES/JOB OBJECTIVES: Develop and maintain building inspection and related records, develop and maintain Planning and Building Department financial records such as permit revenues, department expenditures, and payroll, type correspondence and reports, assist in budget development, provide direct assistance to the public, issue permits and collect related fees.

SUPERVISION RECEIVED: Works under the supervision of the appropriate department or division head.

SUPERVISION EXERCISED: Supervision of other employees is not a responsibility of this class, but an incumbent may assist in the job orientation of new personnel.

ESSENTIAL FUNCTIONS: A person employed in this classification must possess the capability to perform the following duties to be considered for this position. The duties are essential functions requiring the critical skills and expertise needed to meet job objectives. Additional specific details of these essential functions may be provided by the specific office or department job announcement, if applicable.

1. Develop and maintain building inspection records such as valuation and revenue records, summaries of field inspection activity, and monthly building reports.
2. Responsible for handling all funds received by the Planning and Building Department including depositing funds, coding funds for data processing, verifying records with county finance officers, and preparing records for audit.
3. Prepare department records of expenditures by various budget categories.
4. Prepare department payroll records.
5. Assist in preparation and monitoring of budget.
6. Type correspondence and reports for department head and for building section.
7. Prepare all requests for refunds to be presented to the Board of Commissioners including determination of the amount refundable.
8. Maintain records of permits, fees by category, amounts due to Linn County and all payments received from each of ten cities under contract for services with Linn County.
9. Maintain payroll records and other related records pertaining to various programs under grants for work performed under the direction of the Planning and Building Department.

10. Establish and maintain computerized records of all violation and complaint files.

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11. Assist inspectors in scheduling and report preparation.
12. Responsible for maintaining office inventory and equipment.
13. Provide backup support in matters relating to public assistance with permit plans and applications, fee collections and inspection requests and scheduling.
14. Develop and maintain effective, harmonious and reasonable work relationships with others.
15. Maintain regular and predictable work attendance.

OTHER FUNCTIONS:

16. Other duties as assigned.

RECRUITING REQUIREMENTS: (Additional specific details may be provided by the specific office or department job announcement, if applicable).

KNOWLEDGE, SKILL, AND ABILITY: Considerable knowledge of accounting and bookkeeping procedures. Considerable knowledge of building, planning and land use, environmental health procedures. Must have considerable knowledge of budgeting process and the monitoring thereof.

Ability to discuss with the public and to compose and prepare correspondence relating to complaints and violations as they relate to the responsibility of the department.

Ability to work effectively with the public, other jurisdictions, other county departments and the staff of the department.

Must be skilled in the operation of word processing equipment and other office machines.

EXPERIENCE, EDUCATION AND TRAINING: Graduation from a senior high school plus additional formal training in accounting, budgeting and secretarial skills. A minimum of three (3) years experience in bookkeeping and working with the public.

NECESSARY SPECIAL QUALIFICATIONS: Possession of a valid motor vehicle operator's license and an acceptable driving record at the time of appointment may be a condition of employment.

PHYSICAL DEMANDS AND WORK ENVIRONMENT: Work is generally performed indoors in an office environment. Work requirements include the ability to sit and move about; see, talk and hear; use hands to finger, handle or operate objects or controls; and reach with hands and arms. The work requires the ability to lift or move thirty (30) pounds.