

# UNION COUNTY

## Job Description

JOB TITLE: Senior Department Specialist      DEPARTMENT: Planning

APPROVED BY: Scott Hartell, Planning Director      DATE: March 13, 2024

### PURPOSE OF POSITION:

Performs advanced and complex clerical and administrative duties to support a complete and specialized departmental function; does related work as required. Employees in this classification perform many of the same duties as a Department Specialist; however, the work performed requires considerable knowledge of a complete and specialized departmental function. Completing work assignments will frequently require the interpretation of governing regulations, policies, and procedures. An employee in this class works with relative independence.

### ESSENTIAL JOB FUNCTIONS:

1. Attend and take minutes during Planning Commission Meetings held monthly at 7:00 p.m. Attend and take minutes for advisory committee meetings as assigned.
2. Prepare Planning Commission meeting packets, newspaper and adjacent property notifications and prep meeting room for public hearings. Prepare meeting packets, newspaper notification and prep meeting rooms for advisory committee meetings and hearings as assigned.
3. Compile special studies where analysis of complicated data is required.
4. Review reports/documents to identify and trace sources of error and make necessary adjustments.
5. Answer phone, direct phone calls and take phone messages in a courteous and polite manner.
6. Summarize information from various sources into either narrative or report form of own design to respond to management inquiries.
7. Plan layout of complex reports and statistical tables.
8. Work as a cooperative member of the Department Team

9. Other Duties as assigned by the Planning Director.

**THE ABOVE DESCRIPTION COVERS THE MOST SIGNIFICANT DUTIES PERFORMED BUT DOES NOT INCLUDE OTHER OCCASIONAL WORK, THE INCLUSION OF WHICH WOULD BE IN CONFORMITY WITH THE FACTOR DEGREE ASSIGNED TO THIS JOB.**

DESIRABLE QUALIFICATIONS, SKILLS & ABILITIES:

1. Thorough knowledge of general office practices and procedures.
2. Knowledge of different filing systems including alphabetical, numerical, and chronological.
3. Thorough knowledge of business English, spelling, punctuation, and arithmetic.
4. Considerable knowledge of the operations, policies, terminology, and governing laws of the assigned function.
5. Ability to interpret governing regulations, policies, and procedures of assigned functions.
6. Ability to consolidate information from various sources into reporting format of own design.
7. Ability to review the work of others as assigned.
8. Ability to communicate effectively both verbally and in writing.
9. Ability to organize, file, and retrieve materials and documents.
10. Ability to deal with the public courteously and tactfully.
11. Skill in the utilization of computer software to prepare statistical data and reports. (Microsoft Word and Excel).
12. Ability to operate standard office equipment.
13. Skill in keyboarding.
14. Ability to read and interpret maps.
15. High school graduation or equivalency and two years of progressively responsible clerical work including experience in the operation of the particular assigned department; or any equivalent combination of

experience and training which demonstrates the ability to perform the above described duties.

PHYSICAL DEMANDS OF THE POSITION:

While performing the duties of this position, the employee is frequently required to sit, communicate, reach, and manipulate objects and tools. The position requires mobility, manual dexterity, and coordination for over 75% of the work period while operating equipment such as computer keyboard, telephone console, calculator, etc.

WORKING CONDITIONS:

The majority of duties take place in an indoor office with usual office working conditions. Outdoor travel between county buildings is required for a short period each day. The noise level in the work environment is typical of most office environments. Monthly evening meetings are required.

SUPERVISORY RESPONSIBILITIES:

Supervision is not a responsibility of this position.

SUPERVISION RECEIVED:

An employee in this class works with relative independence. Work is performed under the general supervision of the Planning Director and is reviewed primarily through results obtained.