

JOB DESCRIPTION

Job Title: Assistant Administrator/County Planner/OES Associate Director
Department: County Commission
Reports To: County Administrator

This job description is based on an evaluation of the position at the time this description was written. This job description will change from time to time as tasks, organization and technology change. Accordingly, the employer reserves the unlimited right to revise all or any part of this job description and the essential functions of the job and to add or eliminate essential functions of any position. Designation of any job duty as an “essential function” is not intended as an assurance or guarantee that an employee has any right to perform the particular job duty, except as required by the employer.

QUALIFICATIONS: (Physical Requirements Attached)

- Associate of Science (AS) or Bachelor of Science (BS) from accredited school with major in Land Use Planning or Environment and/or High School Diploma.
- Ability to interact with the public on a daily basis and describe planning process, regulations and policies to developers, contractors and property owners.
- Must have current driver’s license in good standing.

TEMPERAMENT:

Employee must be a self-starter, able to prioritize work demands and be able to maintain a professional demeanor. Employee must be able to pay attention to detail and have the ability to work quickly and accurately.

Effective Date: 1/09
Revision Date:
Review Date: 1/10

Responsibility Area and Performance Standards

(Evaluated with team member input)

Performance Rating*

* Performance Rating Key:

1 = Does Not Meet Standards, 2 = Meets Standards, 3 = Generally Exceeds Standards, 4 = Outstanding

1 2 3 4

40% ATTITUDE

- Communicates positively and courteously with people throughout the Courthouse Complex.
- To provide superior service and safe service to citizens of the community.
- Strive to exceed the citizen's expectation.
- Always be respectful to everyone.
- Provide the highest level of respect to co-workers, citizens and customers.
- Must be able to change, adapt, follow through and communicate professionally.
- Set high standards, act ethically and professionally, dedicate themselves to excellence.
- Seizing the opportunity to improve, being a wise purchaser and consumer of supplies.
- Honest and ethical treatment in all dealings.
- Consistently wears appropriate attire.
- Keeps work areas clean and neatly organized.
- Is flexible and takes the initiative to improve performance.
- Expresses appreciation, offers compliments and encouragement
- Is a good team member
- Gives criticism to co-workers in private.
- Expresses their observations and suggestions in a way that promotes a positive outcome and avoids conflict.

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Responsibility Area and Performance Standards (Evaluated with team member input)		Performance Rating*			
* <u>Performance Rating Key:</u> 1 = Does Not Meet Standards, 2 = Meets Standards, 3 = Generally Exceeds Standards, 4 = Outstanding		1	2	3	4
30%	<ul style="list-style-type: none"> • Planning Commission tasks performed to include all permit submittal, planning office duties and meeting responsibilities: <ol style="list-style-type: none"> 1. Prepare monthly documentation for each planning commission member in preparation of monthly planning commission meeting. 2. Attends planning commission meetings and public hearings. 3. Accept and review all subdivision and commercial development applications for compliance with county regulations and prepare to forward to engineer for technical review. 4. Organize prepare for public hearings and public forums as required by West Virginia State Code. 5. Communicate with contractors and developers relating to county ordinances and compliance with these ordinances. 6. Assist public with building permit questions, application process and any other related issues. 7. Research citizen complaints relating to building permit, salvage, floodplain ordinance compliance and issue Notice of Violations if applicable. 8. Review and research permit applications for possible location within flood prone areas. 9. Work with West Virginia State Flood Mitigation Office and FEMA relating to Floodplain Manager responsibilities. 10. Research and review of existing ordinances in effect and how these regulations should be updated. 11. Interaction with the Morgan County Health Department relating to well, septic, health and environmental issues. 12. Interaction with West Virginia Department of Environmental Protection regarding state permitting for projects and compliance with state regulations. 				
10%	<ul style="list-style-type: none"> • Tasks relating to other committee responsibilities: <ol style="list-style-type: none"> 1. Organize and attend monthly Rural Water Committee Meetings 2. Assist Morgan County Office of Emergency Services with Local Emergency Planning Committee (LEPC) tasks to include grant applications, meeting agendas and minutes. 3. Attends quarterly LEPC meetings. 4. Assist Morgan County Office of Emergency Service with creation and updating of Hazard Mitigation Plans and mitigation grant applications. 				
10%	<ul style="list-style-type: none"> • Additional task relating to planning issues professional development: <ol style="list-style-type: none"> 1. Attend regional planning meeting. 2. Remain up-to-date with local planning issues throughout our region. 3. Attend seminars and/or classes relating to floodplain management, storm water management, land use, or any other matters relating to planning and development. 4. Continual review of the West Virginia State Code requirements. 5. Research any potential grant opportunities available relating to planning issues. 6. Assist in the updating of the Comprehensive Plan which is required to be updated every 10 years. 7. Back up support for all staff located within the County Commission, Planning Commission and Economic Development offices. 				
10%	<ul style="list-style-type: none"> • Administrative Duties <ol style="list-style-type: none"> 1. Assist County Administrator with any necessary matters 2. Assist with review and interview process for new employees 3. Back up for all support staff within county commission office. 				