

Jefferson County, West Virginia Job Description

Position Title:	GIS Executive Administrative Assistant	Grade Level:	III
Department	Engineering, Planning & Zoning GIS/Addressing Office	Date:	Dec 8, 2016
Reports to:	GIS Manager	FLSA Status	Non-Exempt

Statement of Duties: The employee is the executive administrative support to the Manager of the GIS/Addressing Office. The employee performs administrative, database management, records maintenance, GPS field work, clerical, and customer services and all similar or related duties in support of the operation of the department, including the administration of the E911 Addressing Ordinance Compliance Program.

Supervision Required: Works under general supervision of the GIS Manager. Employee uses initiative to plan and carry out the regular work in accordance with standard practices and previous training, with substantial responsibility for determining the sequence and timing of action and substantial independence in planning and organizing work activities, including determining work methods. The employee uses initiative to carry out new and recurring assignments independently or with little guidance. The employee is expected to solve, through experienced judgment, most problems of detail or unusual situations by adapting methods or interpreting instructions to resolve the particular problem. Instructions for new assignments or special projects usually consist of statements of desired objectives, deadlines and priorities. Technical and policy problems or changes in procedures are discussed with supervisor, but ordinarily the employee plans the work, lays it out and carries it through to completion independently. Work is generally reviewed only for technical adequacy, appropriateness of actions or decisions, and conformance with policy or other requirements. The methods used in arriving at the end result are not usually reviewed in detail, only sufficient enough to keep supervisor aware of progress.

Supervisory Responsibility: Employee, as a regular part of the job, is required to lead other employees to assist them in completing their assigned work. Employee also performs non-supervisory work that is of the same kind and level as is done by those being lead. The employee is not responsible for any disciplinary action nor is the employee involved in the hiring process.

Confidentiality: Employee has access to confidential information of the Department, including staff records.

Accountability: Consequences of errors, missed deadlines or poor judgment may include time loss, adverse public relations, monetary loss, labor/material loss, personal injury, danger to public health/safety, legal repercussions and jeopardize programs.

Judgment: Work requires the employee to examine, analyze, and evaluate facts and circumstances surrounding individual problems, situations or transactions, and determining actions to be taken within the limits of standard or accepted practices. Guidelines include a large body of policies, practices, and precedents which may be conflicting at times. Independent judgment is used in analyzing specific situation to determine appropriate actions.

Complexity: Work consists of employing many different concepts, theories, principles, techniques, and practices relating to an administrative field. Assignments typically concern such matters as studying trends in the field for application to the work; assessing services and recommending improvements; planning long range projects; devising new techniques for application to the work, recommending policies, standards or criteria.

Work Environment: The work environment involves everyday discomforts typical of indoor environments such as office settings, with infrequent exposure to outside elements. Noise or physical surroundings may be distracting, but conditions are generally not unpleasant. Employee must operate a County vehicle and perform Global Positioning (GPS) collection in the field during safe weather conditions and on a weekly basis. Employee rarely may be required to work beyond normal business hours to attend evening meetings.

Nature and Purpose of Public Contact: Employee has constant interaction with co-workers, vendors, the public, governmental peers, representatives of professional groups and the news media. The employee serves as a recognized authority of the County in matters of considerable importance, including departmental practices, procedures, regulations, or guidelines. Employee is required to discuss controversial matters where tact is required to avoid friction and to obtain cooperation.

Occupational Risk: Duties generally do not present occupational risk to the employee. Personal injury could occur, however, through employee failure to properly follow safety precautions or procedures. Examples of injury may include bruises or cuts from falls sustained while field checking.

Essential Functions:

The essential functions or duties listed below are intended only as illustrations of the various type of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

1. Serves public and staff through answering research inquiries of the Department.

2. Tracks all customer service requests (phone, walk-in, e-mail, etc) according to office priorities and ensures they are met within a timely manner;
3. Tracks building permits and collects geographic information onsite using a GPS device in order to provide accurate physical location addresses and base map features.
4. Conducts staff reviews of land development applications for elements in compliance with E9-1-1 Addressing Ordinance and pertaining to addressing, road naming, subdivision naming. Corresponds findings of staff reviews with applicant and necessary agencies;
5. Reviews and approves new road names and subdivision names per submitted applications;
6. Interprets and enforces E9-1-1 Addressing Ordinance as duly assigned officer. Tracks Address Compliance Program, including correspondence, research, reporting, presentations, and field surveys.
7. Maintains GIS Office Policies, Procedures, Guidelines, annual reports, etc;
8. Assists the GIS Manager with management of GIS projects, including research, database management, file organization, data gathering, PowerPoint presentations, and the organizing, editing, copying, and distribution of draft documents.
9. Creates purchase orders, tracks invoicing, tracks annual budget, reconciles receipts and statements;
10. Coordinates routine street sign maintenance and supply orders;
11. Maintains staff timesheets for approval by GIS Manager;
12. Scans documents and inputs data into office databases and document management systems.
13. Coordinates office calendar, staff meetings and handles communication;
14. Keeps copier paper full, coordinate maintenance of office equipment, and maintain a full stock of office supplies;
15. Completes professional development training to improve and maintain skills;
16. Cross-trains to other departmental duties of similar nature and grade. Performs other administrative and office management duties as needed

Recommended Minimum Qualifications:

Education and Experience: 2-year college associates degree with one to three (1-3) years related work experience desirable; High school diploma with 3 years office management experience, or any equivalent combination of education, training and experience which provides the required knowledge, skills and abilities to perform the essential functions of the job.

Special Requirements: Valid WV Driver's license required.

EP&Z Department – Office of GIS/Addressing
 GIS Executive Administrative Assistant
 01/01/2017

Knowledge, Abilities and Skills:

Knowledge: Common policies, practices and procedures of the department and office operations; laws and regulations pertinent to position functions. Proficiency in a range of software programs, e-mail and the Internet in support of department operations.

Abilities: Use good judgment and decision making abilities, to work independently with minimum supervision, and follow established office policies. Ability to communicate professionally with people of diverse backgrounds and levels of education is required. Ability to conceptualize ideas, analyze technical documents and compile complex information in concise writing.

Skills: Good typing, advanced computer, written and verbal communication, record keeping, and time management skills are required. Effective customer service skills are also required.

Physical and Mental Requirements

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 position's essential functions.

Physical Demands: Little or no physical demands are required to perform the work. Work effort principally involves sitting to perform work tasks, with intermittent periods of stooping, walking, and standing. There may also be some occasional lifting of objects such as books, office equipment and computer paper.

Motor Skills: Duties may involve assignments requiring application of hand/eye coordination with finger dexterity and motor coordination. Examples include operating a motor vehicle or using a personal computer.

Visual Demands: Visual demands require the employee to constantly read documents for general understanding, accuracy and for analytical purposes. Sustained exposure to personal computer monitors also occurs.