

# VILLAGE OF SOUTH RUSSELL

An Equal Opportunity Employer  
**POSITION DESCRIPTION**

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<b>Employee Name:</b>		<b>Position Title:</b>	Building Department Administrative Assistant / Board Clerk/Assistant Zoning Inspector
<b>Dept./Div.:</b>	Building Department	<b>Employment Status:</b>	Full-time
<b>Reports to:</b>	Mayor and Council	<b>FLSA Status:</b>	Non-exempt
<b>Normal Hours:</b>		<b>EEO Status:</b>	06 – Administrative Support

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**QUALIFICATIONS:** An example of acceptable qualifications:

Completion of secondary education or equivalent (high school diploma or GED) required; minimum of one (1) year of relevant experience and/or training performing responsible administrative duties; or any combination of education, training, and/or experience which provides the desired knowledge, skills, and abilities to perform the essential functions of this position.

**LICENSURE OR CERTIFICATION REQUIREMENTS:**

Must 1) possess a valid Ohio driver's license, 2) maintain insurability under the Village's motor vehicle insurance policy, 3) be able to be bonded, and 4) be an Ohio Notary Public or be able to become one.

**EQUIPMENT OPERATED:** The following are examples only and are not intended to be all inclusive.

Calculator, computer, mobile phone, multi-line telephone, fax machine, copier, scanner, telephone, postage machine, and other standard modern business office equipment.

**INHERENTLY HAZARDOUS OR PHYSICALLY DEMANDING WORKING CONDITIONS:**

Employee has exposure to chemicals commonly found in an office environment (e.g., ink, toner, correction fluid, etc.); ascends and/or descends stairs; has contact with potentially violent or emotionally distraught persons; may be exposed to irate or emotionally distraught individuals; works in conditions requiring long periods of sitting and computer work that may cause problems and/or irritate back, neck, and wrists; exerts up to fifty (50) pounds of force occasionally, and/or a negligible amount of force frequently while lifting, carrying, pushing, or pulling objects (e.g., file boxes, records, etc.).

Note: In accordance with the U.S. Department of Labor physical demands strength ratings, this is considered sedentary work.

**JOB DESCRIPTION AND WORKER CHARACTERISTICS:**

JOB DUTIES in order of importance

**ESSENTIAL FUNCTIONS OF THE POSITION:** For purposes of 42 USC 12101:

- 45% (1) Schedules, enters and tracks inspections; ensures permits are processed, entered and mailed; maintains office records; prepares various departmental reports; ensures septic records are kept and monitored; responds to requests from property owners and residents.
- 40% (2) Maintains and purchases departmental supplies; monitors office expenses; performs various other administrative tasks; performs office copying, scanning, and filing, as necessary; provides support to managers and inspectors.

- 10% (3) Serves as the Secretary for the Zoning Board of Appeal, the Architecture Review Board and the Planning Commission; performs a variety of confidential and complex administrative and secretarial functions; prepares correspondence and forms; maintains filing and retrieval systems and processes; takes meeting minutes; prepares a variety of forms, letters, memoranda, and reports; prepares and sets up for Board meetings; files and maintains Architecture Review Board cases.
- (4) Maintains required licensure and certifications, if any.
- (5) Meets all job safety requirements and all applicable OSHA safety standards that pertain to essential functions.
- (6) Demonstrates regular and predictable attendance.
- 5% (7) Serves as Assistant Zoning Inspector, whose duties include:
- (a) Assists Zoning Inspector in: responding to inquiries from residents and contractors, planning inspection tours and marking up permits; maintaining an updated database of permit inspections; receiving applications for zoning permits; collecting and recording fees and issuing receipts; issuing zoning permits; reviewing requests for variances and appeal board hearings; responding to inquiries regarding zoning from officials and general public; revising and updating zoning maps as necessary.
- (b) Inspects buildings and sites for compliance with zoning; verifies current field measurements;; tracks activity at permit sites; check on complaints; prepares monthly zoning reports.
- (c) Demonstrates regular and predictable attendance.

#### **OTHER DUTIES AND RESPONSIBILITIES:**

Performs other related duties as assigned.

#### **MINIMUM ACCEPTABLE CHARACTERISTICS:** (\* indicates developed after employment)

**Knowledge of:** office practices and procedures; Village/department goals and objectives;\* Village/department policies and procedures;\* workplace safety practices and procedures;\* personnel rules and regulations;\* computers and computer programs (e.g., Microsoft Office, Custom Septic Software, etc.); records management; government structure and process; state, federal, and local laws and/or regulations; local geographical area; English grammar and spelling; customer service.

**Skill in:** typing; data entry; word processing; switchboard or telephone console operation; computer operation; use of modem office equipment.

**Ability to:** interpret a variety of instructions in written, oral, picture, or schedule form; deal with variety of variables within somewhat unfamiliar context; deal with many variables and determine specific action; define problems, collect data, establish facts, and draw valid conclusions; exercise independent judgment and discretion; understand, interpret, and apply laws, rules, or regulations to specific situations; add, subtract, multiply, and divide whole numbers; calculate fractions, decimals, and percentages; prepare accurate documentation; copy records precisely without error; prepare routine correspondence; prepare accurate documentation; compile and prepare reports; respond to routine inquiries from public and/or officials; communicate effectively; understand a variety of written and/or verbal communications; gather, collate, and classify information; maintain records according to established procedures; work alone on most tasks; develop and maintain effective working relationships; resolve complaints; travel to and gain access to worksite.

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## POSITIONS DIRECTLY SUPERVISED:

None.

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(Signature of Appointing Authority)

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(Date)

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(Signature of Employee)

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(Date)

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Date Adopted: 9-25-20  
Date Revised:

Developed by:  
Clemans, Nelson & Associates, Inc.  
Dublin, Ohio 43017

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