



PLANNING AND ADMINISTRATIVE ASSISTANT JOB DESCRIPTION

DIVISION/DEPARTMENT:	Seneca Regional Planning Commission
LOCATION:	71 S Washington St, Suite 1104, Tiffin, Ohio
JOB TITLE:	Planning and Administrative Assistant
REPORTS TO:	Executive Director

LEVEL: Administration	TYPE OF POSTION: Full-Time	HOURS: 35 PER WEEK
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GENERAL DESCRIPTION
Under limited supervision, this position will be responsible for various planning and administrative functions. Administrative functions will include, but are not limited to, assisting with the daily administrative duties of the Seneca County Sewer District, drafting correspondence, scheduling appointments, organizing, and maintaining paper and electronic files, grant administration, bid packages, contract protocol, and providing information to callers. Planning functions will include, but are not limited to, aiding in the grant management process for all grants administered by the Seneca Regional Planning Commission and, including accessing information, entering data, and preparing maps as requested.

JOB DUTIES OR ESSENTIAL FUNCTIONS
The essential functions of the position include, but are not limited to the following:
Assist with the Seneca County Sewer District billing, payment, and records.
Greets visitors and answers telephones to give information, take messages, or transfer calls to the appropriate individuals.
Performs general office duties, such as maintaining office supply inventory, maintain department calendar, typing correspondences, filing documents using paper or electronic filing systems, and performing bookkeeping work.
Assists with various boards and committees.
Updates department website and social media.
Prepares GIS data information, mapping requests and data bases.
Prepare and submit meeting notices and meeting materials.
Operates office equipment such as computers, typewriter, copy/scanner machine, folding machines, postage machine, etc.
Process and prepares requisitions, bills and statements for departmental charges and records receipts.
Assist in the development, administration, and reporting of grant funds for Seneca County.
Assist in completion of programmatic reports, submission of reports, and maintaining

	records for monitoring purposes.
	Maintain insurance and lien information for CHIP programs (payoffs, subordinations, satisfactions of mortgage, and insurance records).
	Maintain and distribute the Elected Officials Directory.
	Facilitates Fair Housing Trainings throughout Seneca County.
	Intake of Fair Housing complaints and provide agency referrals.
	Adhere to the policies and procedures of Seneca Regional Planning Commission and Seneca County
	Various duties as assigned

QUALIFICATIONS	
To perform this position successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the formal education, experience and training required.	
	EDUCATION:
	Associate's Degree or higher with a focus on Planning, Business Management, or other related field.
	EXPERIENCE:
	Three (3) years of administrative support experience with computer experience using Microsoft Office (Excel, Word, Outlook, PowerPoint) and Adobe PDF
	DESIRED SKILLS AND EXPERIENCE
	Proficient in Microsoft Office (Excel, Word, Outlook, Publisher, PowerPoint)
	Knowledge of QuickBooks
	Data entry and bookkeeping skills or training
	Proficient in grants management and working with funding source requirements
	Familiarity with Geographic Information Systems (GIS)
	Strong communication and telephone skills, including tact and diplomacy
	Responds well in a stressful, dynamic environment
	Flexible, uses critical thinking skills and open to learning new ideas/skills
	Attentive to detail, speed, accuracy, and follow-through
	Cooperative and willing to assist others
	Positive attitude and team player
	Technical writing skills
	Able to research independently
	Notary Public or able to obtain upon hire

Certificates, Licenses, Registrations: Valid State of Ohio Driver's License with the ability to maintain the insurability under the county's liability policy.

Physical Demands: 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 essential functions.

While performing the duties of this job, the employee is regularly required to use hands to finger, handle or feel and talk or hear. The employee frequently is required to sit and reach with hands and arms. The employee is occasionally required to stand; walk; climb or balance; stoop, kneel, crouch or crawl; and taste or smell. The employee must frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

Work Environment: the work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally exposed to moving mechanical parts; fumes or airborne particles; outside weather conditions; risk of electrical shock; and vibration. The noise level in the work environment is usually moderate.