

PROGRAM ASSISTANT

Department: Zoning

Reports To: Zoning Administrator or Zoning Technician

Purpose of Position

The purpose of this position is to perform clerical duties, perform inspections of private septic systems and assist the Richland County Zoning Administrator and Zoning Technician.

Essential Duties and Responsibilities

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- ❑ Issues building permits based on county zoning ordinance.
- ❑ Performs a variety of clerical duties: Issues reminders for septic system pumping to private system owners; prepares farmland preservation certificates; assists the general public in completing applications and permits; maintains files; transcribes letters, memos, legal documents and related material; orders office supplies and materials, receives payments, issues receipts and maintains related budgetary records; copies, collates various documents and materials; processes incoming/outgoing mail; assembles new case, client and complaint folders; files correspondence, letters, memos, etc.; answers routine correspondence and questions.
- ❑ Compiles and enters all yearly department information onto computer software currently being used in the zoning office. Generates reports from computer-stored information.
- ❑ Conducts office functions in Zoning Administrators and Zoning Technician absence.
- ❑ Coordinates Wisconsin Fund Grant program for failed septic systems, maintains records.
- ❑ Performs reception duties including answering telephone, greets visitors.
- ❑ Assists preparing public hearing documents and minutes, ordinances, and reports.
- ❑ Maintains knowledge of laws, ordinances and regulations pertinent to the zoning office.
- ❑ Compiles data and assists preparing annual department budget and reports.
- ❑ Attend septic system installations, gather data, and fill out state inspection reports.

Minimum Training and Experience Required to Perform Essential Job Functions

Vocational/technical diploma in secretarial training with one year secretarial experience, or any combination of education and experience that provides equivalent knowledge, skills and abilities in secretarial work. General computer skills with knowledge in word

processing and database structure currently being used in the zoning office. Possess valid POWTS (Privately Owned Wastewater Treatment System) Inspectors License, issued by the State Department of Commerce. Possess a valid Wisconsin driver's license.

Physical and Mental Abilities Required to Perform Essential Job Functions

Language Ability and Interpersonal Communication

- ❑ Ability to decide the time, places and sequence of operations with a system or organizational framework, as well as the ability to oversee their execution. Ability to analyze and categorize data and information using established criteria, in order to define consequences and to consider and select alternative.
- ❑ Ability to use and understand design data and information such as blue prints, county zoning and septic requirements, soil test results, ordinances and laws, computer software indicative to the zoning office, soil surveys, maps and platbooks.
- ❑ Ability to communicate effectively with the general public, contractors, landowners, developers, real estate agents, office personnel, personnel of the Department of Natural Resources, Department of Commerce, Department of Agriculture, Trade and Consumer Protection, the staff of Land Conservation, County Register of Deeds, County Treasurer and Real Property Lister, members of the Zoning Committee, County Board and Board of Adjustments members.

Mathematical Ability

- ❑ Ability to add, subtract, multiply, divide, calculate percentages, fractions and decimals.

Judgement and Situational Reasoning Ability

- ❑ Ability to apply situational reasoning ability by exercising judgment, decisiveness and creativity in situations involving the evaluation of information against sensory of judgmental criteria.
- ❑ Ability to use functional reasoning development in performing semi-routine functions involving diversified work requiring some exercise of judgement.

Physical Requirements

- ❑ Ability to operate a variety of office equipment and machinery including telephone, computer keyboard/word processor, photocopier, etc. Ability to move and guide material using simple tools.
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- ❑ Ability to recognize and identify harmonious or contrasting combinations of, as well as recognize individual characteristics of colors, forms, sounds, tastes, odors, textures, etc., associated with objects, materials and ingredients.
- ❑ Ability to exert moderate physical stress in light work, involving climbing and balancing. Ability to handle, finger and feel. Ability to lift, carry, push and pull. Ability to stoop, kneel, crouch and crawl.
- ❑ Ability to coordinate eyes, hands, feet and limbs in performing slightly skilled movements.
- ❑ Ability to operate office and survey equipment and machinery requiring simple, periodic adjustments. Ability to move and guide material using simple tools.

Environmental Adaptability

- ❑ Ability, in regard to environmental factors such as temperature variations, odors, toxic agents, violence, noise, vibrations, wetness, disease and/or dust, to work under moderately safe and occasionally uncomfortable conditions.

Richland County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.