

JOB DESCRIPTION

ADMINISTRATIVE ASSISTANT/PLANS EXPEDITOR

The Administrative Assistant/Plans Expeditor is a non-exempt position authorized by the March Joint Powers Authority (JPA) and appointed by the Executive Director of the JPA. The person shall be selected after a recruitment process that ensures equal employment opportunity to all candidates in accordance with the "Employee Recruitment and Selection" policy approved by the Joint Powers Commission (JPC).

POSITION

The Administrative Assistant/Plans Expeditor is a clerical position that, among administrative responsibilities, will serve as primary liaison between architects and engineers and the various City and County reviewing agencies involved in the phases of construction and entitlement permitting. This position will require a high level of organizational expertise. This position also supports the clerical, programmatic, and administrative needs of the JPA.

QUALIFICATIONS

Education and Experience:

1. High school graduate with some college or degree desired;
2. Minimum of two years professional secretarial experience desired;
3. Demonstrated advanced clerical skills that support the role as Administrative Assistant/Plans Expeditor to the development industry is desirable;
4. Proficiency in use of personal computers and Microsoft products;
5. Experience with Construction and planning terminology desirable;
6. Experience with HDL permit software preferred;

Licenses and Certificates:

1. Valid California Driver's License.

Other Considerations:

1. Demonstrated ability to work with a minimum of direction;
2. Experience in arranging meetings;

3. Website maintenance and update experience desirable;
4. Experience in arranging and keeping public records for the agency;
5. Ability to periodically attend pre- or post-business hour meetings;
6. Ability to learn the JPA program and to complement the other professional positions;

POSITION RESPONSIBILITIES

Following is a listing of duties that are representative of the Administrative Assistant/Plans Expeditor's job responsibilities:

- Act as Administrative Assistant/Plans Expeditor to the Planning Department Staff;
- Receive, log and distribute plans for plan check and entitlement review;
- Calculate and verify valuations and fees, accept payment, and issue permits as authorized;
- Develop and maintain electronic tracking system through use of Planning software, for all projects in various stages of permitting and entitlement;
- Act as primary contact for all City and County agencies on JPA projects being developed;
- Ensure constant follow-up with various agencies regarding plans and projects;
- Work with in-house consultants on projects status;
- Act as Plans Expeditor for direct client/public;
- Ensure maintenance of official public agency records;
- Assist in the preparation of meeting agendas, notices and packets;
- Typing of letters, reports, etc. at a minimum rate of 45 words per minute;
- Respond to planning information requests in a timely manner; and
- Provide direct back-up support to the front office Receptionist.

General Front Office Assistance:

- Provide phone support and meet and greet the public at the JPA office;
- Answer or direct questions regarding the functions, programs, and services of the JPA;
- Handle routine correspondence;
- Provide Administrative support to Planning Department other JPA staff as needed;
- Schedule and Maintain calendars for meetings and appointments using Microsoft Outlook;

- Respond to basic requests and questions from the public in the absence of other staff members;
- Assist members of the JPC as needed on organization business; and
- Carry out policies as set by the JPC and/or the management staff.

The preceding description of position duties is not all inclusive. The Administrative Assistant/Plans Expeditor must be flexible and able to provide assistance in varied other activities that may prove to be beneficial to the efforts of the JPA.

SUPERVISION AND AUTHORITY

The Administrative Assistant/Plans Expeditor is supervised by the Administrative/Property Services Manager of the JPA. The Administrative Assistant/Plans Expeditor is authorized to carry out business required by the JPA. This includes, but may not be limited to, the job responsibilities examples listed above.

PROBATIONARY PERIOD

The Administrative Assistant/Plans Expeditor will enter a probationary period on the first day of employment lasting for one year. A satisfactory review at that time will result in the employee's completion of the probationary period. A less than satisfactory review can result in an extended probation or dismissal, at the discretion of the Executive Director.

PERFORMANCE REVIEW

The performance of the Administrative Assistant/Plans Expeditor will be reviewed at least annually on the person's anniversary date with the JPA. The content of this review will be the basis of salary adjustments, promotions, demotions, or dismissal. The review will be based on the Planning Director's assessment of the person's effectiveness in performing the duties outlined in this job description.

SALARY AND BENEFITS

The Administrative Assistant/Plans Expeditor is a non-exempt salaried employee. The salary for the Administrative Assistant/Plans Expeditor currently falls in an approved 8-step salary range of \$41,151 to \$57,621 annually. Range may be amended based on skills/experience. The Administrative Assistant/Plans Expeditor will be compensated for any overtime accrued on a basis of one and one half hours of pay for each hour of overtime worked.

A benefits package will be provided to the Administrative Assistant/Plans Expeditor that is consistent with the current policies of the March JPA with respect to non-management employees.

This job description may be amended from time to time to meet the changing needs of the organization.

The March Joint Powers is an Equal Opportunity Employer

DMCW

11/15

5//18 (Probationary Period)

12/19 (Salary Update-COLA)