



# Terrebonne Parish Consolidated Government

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## JOB DESCRIPTION

<b>POSITION TITLE.....:</b>	Administrative Coordinator II
<b>DEPARTMENT.....:</b>	Planning & Zoning
<b>DIVISION.....:</b>	Regulatory/Planning
<b>CLASSIFICATION/GRADE.....:</b>	Administrative Coordinator II/106
<b>REVISED.....:</b>	08/2016
<b>REPORTS TO.....:</b>	Recovery Planner
<b>REVIEWED.....:</b>	08/2016
<b>WAGES.....:</b>	Hourly

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### **SUMMARY:**

This position requires public interaction while performing clerical support functions for the Recovery Assistance and Mitigation Planning Division of the Planning & Zoning Department. Primary functions require the performance of all duties to support the Recovery Planner including a full array of administrative tasks employing advanced computer skills. Examples of duties are outlined below, but include all services necessary in the processing and tracking any number of applications for funding and associated service provider contracts and RFPs to benefit individual citizens and the Parish, including interaction with state and federal hazard mitigation staff.

### **BASIC FUNCTIONS:**

1. Performs clerical duties as it relates to the acceptance and processing of applications by or to the Parish.
2. Assist with compliance with Federal Emergency Management Act program, Community Development Block Grant program and any other program requirements, including annual certifications, applications and ensure proper record keeping practices.
3. Organize and maintain various files, records and responsible for management of incoming mail and circulating cc's through interoffice, scanning or mail as appropriate to the recipient.
4. Screen phone calls to determine level of assistance required.
5. Filing Support:
  - a. Creation, labeling and updating in a consistent and professional manner.
  - b. Archiving completed projects and arranging for storage.
  - c. Maintaining council files and CDBG Document Management System online.
6. Contact Management through Phone Survey and Record Keeping:
  - a. Update contacts database with business cards and emails
  - b. Find addresses where they are missing
  - c. Put name, company and address in notes to cut and paste on envelopes or letters.
7. Data Management in Access and Excel. Tracking applicant status, the demand for various mitigation services and programmatic performance by vendors.
8. Merge Mailings-prep, mailing, documentations, filing and follow-up for returned mail.
9. Report preparation/formatting/typing/photocopying
10. Draft Council packets and file all related correspondence and documentation.
11. Place public notices and track and file documentation as appropriate.

12. Draft press releases from a template. MUST be able to create documents with using proper grammar and professional terminology with still communicating to the average reader.
13. Order supplies and services for management or programs.
14. Assist with public hearing and meetings:
  - a. Secure rooms and technology
  - b. Set up video and voice recording and projection systems
  - c. Track attendance and speakers
  - d. Coordinate with public relations for future broadcast of material
  - e. Attend and take notes and/or run Audio/Visual Equipment
  - f. Set up and staff display booths at event when necessary.
15. Produce reports detailing the progress of the recovery office internal and external use.
16. Prepared weekly activity report and other documents (letters, memos, and forms) and provides updated statistical information as necessary.
17. PowerPoint Presentations:
18. Draft fliers and mailers when necessary for recruiting or education.

**OTHER REQUIREMENTS:**

1. Experience with federal programs a plus.
2. Experience in computerized data management applications such as spreadsheets, databases, word processing, and shorthand and transcribing techniques aimed at effective output are emphasized.
3. Ability to learn how to access data from the various online databases including the assessor's office, permits, GIS information, etc.
4. Must maintain pleasant personality and work well with others, including supervisors, government officials, employees and general public.
5. Capable of using scanners, photocopiers, faxes and other electronic office equipment.
6. Willing to learn the basics of the federal programs managed by the office and answer questions on timelines and eligibility without significant input from senior staff.
7. Must balance working effectively toward program goals while satisfying client concerns.
8. Must be trustworthy, courteous, and able to follow instructions with minimal supervision.
9. Must be flexible, able to work additional hours, and perform related work as assigned.
10. Must be able to perform multiple tasks simultaneously.
11. Must possess a valid Louisiana Driver's License.
12. Fluency in a second language is beneficial.

**EDUCATION/EXPERIENCE:**

1. High School Diploma, plus two (2) years administrative assistant or data management experience. Two-year college degree in business, public relations, graphics or related field preferred.
2. Demonstrated ability to utilize IBM PC or compatible computer system and/or supplemental courses in secretarial, clerical and/or computer applications is desirable.
3. Examples of prior work with graphics, GIS, writing samples desired but not required.