



Terrebonne Parish Consolidated Government

JOB DESCRIPTION

POSITION TITLE.....:	Administrative Coordinator II
DEPARTMENT.....:	Planning & Zoning
DIVISION.....:	Regulatory
CLASSIFICATION/GRADE.....:	Administrative Coordinator II/106
REVISED.....:	9/2017
REPORTS TO.....:	Permits Specialist
REVIEWED.....:	9/0217
WAGES.....:	Hourly

SUMMARY:

This position requires constant interaction with contractors, design professionals and property owners while performing administrative support functions for the Regulatory Division of the Planning & Zoning Department. Primary functions require the performance of duties necessary in the receipt and processing of permit application, including taking and reviewing applications, receiving and processing construction plans and supporting documentation, integrating with electronic permitting records, scanning and upload of construction plans, verification of construction documentation, collecting funds, and mailing permits, receiving and processing inspection requests, making inspection appointments for inspectors; and maintaining inspection schedules and records.

BASIC FUNCTIONS:

1. Performs administrative duties related to the acceptance and processing of permits and plan reviews.
2. Responsible for the accurate data entry and maintenance in the permit application data base, including scanning and uploading of construction plans and associated approval documents.
3. Receive, validate, and schedule construction inspection request, dispatch inspectors, maintain inspection records and communicate with utility companies.
4. Maintains updated statistical information regarding permits for public information and access purposes.
5. Organize and maintain various files and records.
6. Respond to routine permit application queries from the public, both at window and by telephone.
7. Answer phones and directs incoming calls to appropriate staff, department or external agency to assist with filling public needs.
8. Greet and direct visitors to appropriate staff or departments within agency.
9. Performs related work as assigned by supervisor.

OTHER REQUIREMENTS:

1. Must have at least 3 years experience in computerized data management applications such as spreadsheets, databases, word-processing, work scheduling, and document archiving software; and the ability to adapt to bespoke software applications demanding high levels of accuracy with technical data.

2. Must maintain pleasant personality and work well with others, including supervisors, government officials, employees and design and construction professionals, and general public.
3. Must be trustworthy, courteous, and able to follow instructions with minimal supervision.
4. Must be flexible and practice good work ethics.
5. Must be punctual for all office hours.
6. Must be flexible and able to work additional hours as necessary.

EDUCATION/EXPERIENCE:

1. High School Diploma or equivalent, plus a minimum of 3 years computer based customer service experience in a technical environment experience required.
2. Demonstrated ability to utilize IBM PC or compatible computer system and/or be willing to undergo additional training as required for specialist computer applications.
3. Accounting and/or bookkeeping skills or any equivalent combination of training or experience may substitute.