



Terrebonne Parish Consolidated Government

JOB DESCRIPTION

POSITION TITLE.....:	Administrative Coordinator II
DEPARTMENT.....:	Planning & Zoning
DIVISION.....:	Regulatory Assistance and Mitigation Planning
CLASSIFICATION/GRADE.....:	Administrative Coordinator II/106
REVISED.....:	11/2020
REPORTS TO.....:	Recovery Planner
REVIEWED.....:	11/2020
WAGES.....:	Non-Exempt (Hourly)

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.
2. Assist with compliance with Federal Emergency Management Act program, Community Development Block Grant program and any other grant program requirements, including annual certification, applications and 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.
4. Screen phone calls to determine level of assistance required.
5. Filing Support for hard copies and online meeting federal, state and local requirements.
6. Contact Management through Phone Survey and Record Keeping.
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. Performs 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. Drafts press releases from a template. MUST be able to create documents using proper grammar and professional terminology while still communicating to the reader.
13. Order supplies and services for management or programs.
14. Assist with public hearing and meetings including technology set-up and taking notes.
15. Produce reports detailing the work of the recovery office internal and external use and PowerPoint Presentations as needed.
16. Prepare weekly activity report and other documents (letters, memos, and forms) and provides updated statistical information as necessary.
17. Draft fliers and mailers when necessary for recruiting or education.

18. Tracks applicant data required, vendor deliverables, grant performance dates and make affirmative efforts to collect all data necessary to promote division goals.
19. Other tasks related to the division or department mission as needed.

OTHER REQUIREMENTS:

1. Experience with grants, federal programs, hazard mitigation or construction 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 database 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 the 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 with satisfying client concerns
8. Must be trustworthy, courteous, and able to follow instructions with minimal supervision.
9. Must be flexible, and perform related work as assigned.
10. Must be able to perform multiple tasks concurrently.
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 degree in business, public relations, 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. (Note: A practical test of computer and communication skills will be provided to all applicants chosen for an interview.)