

## TOWN OF MONROVIA

### Job Description/Summary of Functions TITLE: Plan Administrator

#### Essential Duties and Responsibilities

1. Maintain Office Coverage
2. Greet/Assist Customers
3. Answer Telephones
4. Issue Building Permits
5. Maintain Records on Building Permits
6. Schedule Inspections
7. Maintain Records on Inspections
8. Issue Certificates of Occupancy & Certificates of Completion
9. Maintain Records on Occupancy & Completion Certificates
10. Prepare Documents for Plan Commission & Board of Zoning Appeals' Meetings & Public Hearings
11. Provide Agenda for Plan Commission & Board of Zoning Appeals' Meetings
12. Attend/Take Minutes for Plan Commission & Board of Zoning and Appeal Meetings
13. Perform Various Duties as Assigned

#### Performance Skill Requirements

To perform the job successfully, an individual must be able to perform each essential duty satisfactorily. Must be very organized and have the ability to problem solve and use logic. The requirements listed below are representative of the knowledge, skill and/or ability required.

#### Knowledge and Skill Requirements

Good interpersonal skills, problem solving skills, good organizational skills, and multi-task oriented, ability to work flexible hours. Must be able to read, problem solve, have good verbal/written communication skills, customer service and time management. Must have computer skills. Work under general supervision.

#### Job Complexity

Work requires a high level of judgement, analytic ability and creativity such as investigating moderately complex problems or situations, analyzing information and recommending solutions.

**Essential Physical Requirements**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Responsible accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Physical Effort**

The majority of the work day involves sitting and walking. Physical effort may include bending at the waist, crouching, kneeling, climbing, balancing, lifting, carrying, pushing, pulling, reaching, twisting, squatting, talking, seeing, hearing, handling (holding, grasping, turning, or otherwise working with hands).

**Lifting**

Lifting up to 25 pounds occasionally.

**Population Served**

Diverse Customers.

**Work Conditions**

Mainly work inside an office environment, but will frequently be exposed to weather while traveling to and from facilities.

**Equipment**

Computer, copier, fax, scanner, printer, building alarm system, telephone and ten (10) key calculator.

**Job Requirements**

Must possess a current/valid driver's license and automobile insurance.

Must be able to pass a drug and background check.