



Winnebago County

*The Wave of the Future*

## JOB POSTING

**POSITION TITLE:** Administrative Associate IV

**LOCATION:** Planning and Zoning

**HIRING RANGE:** \$21.39-\$23.77/Hr.

**STATUS:** Full time

**HOURS PER WEEK:** 37.5

**WORK HOURS:** 8:00 am – 4:30 pm

**APPLICATION DEADLINE:** Recruitment will be ongoing

*Current Winnebago County employees interested in applying for this position will need to complete the Winnebago County Application for [Departmental Transfer/Position Change](#) form. Other parties interested in applying for this position will need to complete the [Winnebago County Application for Employment](#).*

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## WINNEBAGO COUNTY POSITION DESCRIPTION

*May 2023*

**POSITION TITLE:** Administrative Associate IV

**DEPARTMENT:** Planning and Zoning

**PAY BASIS:** Hourly

### **PURPOSE AND SUMMARY:**

Performs administrative functions including answering incoming phone calls, providing customer service, maintaining office supplies, inputting data, processing mail and other correspondence, helping with related troubleshooting and other related duties. Provides supplemental clerical support to zoning staff, including preparation for public hearings.

### **ESSENTIAL FUNCTIONS:**

1. Processes accounts payable, contracts, and purchasing requisitions. Maintains information for Industrial Development Board and departmental websites.
2. Provides supplemental clerical support to the Zoning Division including customer service, permit processing, collaboratively creating and maintaining stormwater account escrow balances, mailing septic maintenance notices and subsequent follow-up, and processing Certified Survey Maps for review.

3. Creates and maintains monthly public hearing files including preparing and distributing public hearing notices, initiating legal publication notices, generating informational packets, creating agendas, providing support documents for meetings, and creating and distributing public hearing decisions. Prepares Town Zoning Changes and Town Ordinance amendments for presentation to the County Board.

#### **ADDITIONAL ESSENTIAL DUTIES:**

1. Answers questions from the public regarding the permitting process, Certified Survey Maps, public hearings and other departmental functions. Routes advanced matters to appropriate employees. Provides instruction on the use of the GIS Maps Profiler and identifies parcel information.
2. Orders and maintains office equipment and supplies, requests equipment repairs and generates work orders.
3. Scans permits, complaints and other documents for archiving. Inputs and maintains scanned public hearing files in the WILDS program.
4. Drafts and maintains contracts, purchase order requests, agendas, correspondence, data spreadsheets, and annual public hearing calendars. Creates and maintains handout literature and updates County Codes. Creates and mails invoices for accounts receivable transactions.
5. Schedules meetings, reserves rooms, reserves rental vehicles, notifies committee members and provides them access to documents related to meetings and assists with posting of public meeting information.
6. Updates virtual meeting information on website, creates monthly Facebook submissions, creates and distributes quarterly newsletter and annual report.
7. Receipts fees to appropriate accounts, generates receipt reports and deposits, and processes requests for vouchers.
8. Organizes tabulations and statistical tables, maintains spreadsheets for permits and public hearings, creates financial and year-to-date reports, and creates and maintains forms for office and public use.
9. Acts as liaison to IT Department for WILDS program updates and troubleshooting.
10. Collaborates with the Finance Department to maintain records of stormwater escrow accounts, sanitary rebate deposits/payments and provides the Finance Department with year-end audit information.
11. Performs other related duties as may be assigned.

#### **WORK RELATIONSHIPS:**

1. Reports to Director of Planning & Zoning.
2. Works extensively with the public, surveyors, community development agencies, County Clerk's office, Purchasing Department, Finance Department, municipalities, Industrial Development Board, Planning and Zoning Committee, and Board of Adjustment.

#### **REQUIRED EDUCATION, EXPERIENCE, TRAINING, AND CERTIFICATION:**

1. High school diploma with one year of office manager experience or two years of clerical experience in a professional office with general accounting and purchasing knowledge required.
2. General knowledge of zoning and mapping terminology preferred.
3. Commission as a Wisconsin Notary Public upon hire or within six months.

#### **KNOWLEDGE, SKILLS, AND ABILITIES:**

1. Ability to multitask, prioritize work, efficiently manage time and provide support for the Planning, Zoning and GIS staff with minimal supervision.

2. Must be able to resolve matters in stressful or unexpected situations in a composed professional manner.
3. Strong written and verbal communication skills including listening skills.
4. Ability to work with and communicate with fellow employees, various County departments and the public in a courteous and professional manner.
5. Working knowledge of Word, Excel, Outlook, and website management required.
6. Ability to learn and utilize the WILDS program, the IMS scanning program, the GIS maps program and digitalized microfiche records.

**PHYSICAL REQUIREMENTS:**

1. Ability to perform most work from a sedentary position.
2. Ability to function in situations encountered in a normal office setting.
3. Ability to use standard office equipment including multi-line telephone, computer, printer, photocopier, and scanner.
4. Ability to travel to other County departments and locations.