



# FLATHEAD COUNTY, MONTANA

## Position Vacancy Announcement

**POSITION:** PLANNING OFFICE BOARD SECRETARY

**DEPARTMENT:** PLANNING & ZONING

If you have any questions about this position vacancy please call: 406-751-8200

**NUMBER OF POSITIONS OPEN:** 1

- |   |  |                       |                |                 |
|---|--|-----------------------|----------------|-----------------|
| <input checked="" type="checkbox"/> FULL TIME | <input checked="" type="checkbox"/> REGULAR<br>(YEAR ROUND POSITION) | <b>TRAINING WAGE:</b> | <u>\$16.10</u> | <u>per hour</u> |
|   |  | <b>STARTING WAGE:</b> | <u>\$16.91</u> | <u>per hour</u> |
| <input type="checkbox"/> PART TIME            | <input type="checkbox"/> SEASONAL                                    | <b>SALARY AT:</b>     |                |                 |
|   |  | 1 Year Step           | <u>\$17.59</u> | <u>per hour</u> |
|   |  | 2 Year Step           | <u>\$18.29</u> | <u>per hour</u> |
|   |  | 3 Year Step           | <u>\$18.66</u> | <u>per hour</u> |
|   | <input type="checkbox"/> TEMPORARY                                   |                       |                |                 |

VISIT [https://flathead.mt.gov/human\\_resources/downloads.php](https://flathead.mt.gov/human_resources/downloads.php) FOR BENEFIT INFORMATION.  
SEE ATTACHED JOB DESCRIPTION.

Additional information:

**Must be able to work night meetings**

APPLY FOR THIS POSITION AT FLATHEAD COUNTY'S WEBSITE:  
[https://flathead.mt.gov/human\\_resources/apply/](https://flathead.mt.gov/human_resources/apply/)

ALL COMPLETED APPLICATIONS MUST BE SUBMITTED ELECTRONICALLY THROUGH FLATHEAD COUNTY'S WEBSITE BY 5:00 PM ON THE CLOSING DATE. Paper, faxed or email applications will not be accepted. Flathead County's pre-employment process includes reference checks and criminal history checks. A record of criminal conviction will not necessarily bar you from employment. Depending on the position, the pre-employment process may also include skill testing and drug/alcohol testing.

FLATHEAD COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER

*Flathead County is an equal opportunity employer. Flathead County shall, upon request, provide reasonable accommodations to otherwise qualified individuals with disabilities.*

*This job description is intended to reflect core areas of responsibility and an incumbent employees' knowledge and skill set needed to complete those functions. This document is not intended to catalog each individual duty; employees are routinely called upon to address emerging employer requirements in alignment with individual work units and assignments of jobs. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer change.*

<b>Job Title:</b>	Planning Office Board Secretary	<b>Job Code:</b>	10510
<b>Department:</b>	Planning & Zoning Office	<b>Pay Grade:</b>	Std 18
<b>Reports to:</b>	Planning Office Coordinator	<b>FLSA Status:</b>	<input checked="" type="checkbox"/> Non-Exempt <input type="checkbox"/> Exempt

**Department Overview:** The Planning Department is responsible for guiding and regulating Flathead County's long-term development for the benefit of present and future generations. The department manages the county's growth policy and development review processes, including zoning, subdivision, floodplain and lakeshore review. Other department functions include inspections for zoning code compliance, permit follow-up and providing general planning assistance to the public. The department presents information to the Board of County Commissioners, the Planning Board, the Board of Adjustment, land use advisory committees as well as various community groups and leaders throughout the unincorporated areas of Flathead County.

**Job Summary:** The Planning Office Board Secretary is responsible for providing administrative support to land use related boards, committees and councils throughout the unincorporated areas of Flathead County as well as performing a variety of clerical and minor administrative activities within the department. Duties include but are not limited to attending public hearings and taking minutes, preparing informational packets for various boards, committees and councils, answering a multi-line telephone system, filing, updating logs, operating office equipment, receiving money/issuing receipts and assisting with special projects.

**Essential Functions (Major Duties or Responsibilities):** *These duties are the essential functions and are not all-inclusive of all duties that the incumbent performs.*

- Act as an administrative secretary to one or more committees or boards, schedule and arrange for rooms and equipment from general direction or procedural guidelines, prepare and distribute agendas, attend and take minutes of meetings, accept and record evidence, summarize and type minutes of meetings from electronic recording devices or handwritten notes, distribute minutes to appropriate persons.
- Compose letters, memoranda, correspondence, notices and informational packets from general instructions or in accordance with regulatory guidelines and accepted work procedures; distribute materials to appropriate boards, committees, councils, personnel and agencies.

- **Perform routine clerical and receptionist duties, including screening correspondence, answering phones and receiving the public; provide welcoming, courteous and accurate customer service in person, telephonic, written and/or electronically; refer matters and/or messages to appropriate staff personnel, other departments or agencies.**
- **Answer a variety of routine questions related to the functions, procedures, regulations, and programs of the department after determining that information may be given; answer inquiries for complaints which do not need policy interpretation or expertise.**
- **Maintain office space in an appropriate and efficient manner for optimal productivity and public presence.**
- **Maintain an accurate calendar of office activity and personal office work.**
- **Assist in maintaining chronological, alphabetical, and numeric file systems according to managerial requests, functional use or administrative guidelines; assist in maintaining and updating office web-page as needed.**
- **May receive and distribute incoming mail, and process outgoing mail according to established procedures to ensure proper parties receive mail in a timely manner. Copy, package, and distribute a variety of materials as requested.**
- **Learn to carefully abide by multiple processes and procedures established under state law, local regulations and/or office policy.**

**Non-Essential Functions:**

- **Attend workshops, seminars and educational sessions to keep updated on changes in assigned area of departmental responsibility.**
- **Coordinate public hearings.**
- **Perform a variety of miscellaneous duties such as running errands, picking up supplies needed for activities, making arrangements for use of County facilities, setting up tables and chairs, etc.**
- **Maintain, routinely clean and troubleshoot office equipment to facilitate office operations by diagnosing and resolving minor problems, making small repairs to copiers and other equipment and referring problems to contractors when needed.**
- **Perform other duties as assigned including but not limited to providing backup for other staff, participate in training, attending safety meetings etc.**

**Physical Demands and Working Conditions:** *The demands and conditions described here are representative of those the employee must meet to perform the essential functions of the job.*

- Requires constant hand mobility for handling a variety of materials, keyboarding, filing and equipment usage.
- Must occasionally lift and/ or move up to 25 pounds.
- Frequently required to sit, stand, talk, write and read.
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, and depth perception.
- Work occurs in a normal office environment.
- Requires ability to concentrate when the office noise level increases due to public visitors.
- Ability to listen and carefully interpret audio and video recordings.
- Good customer service, cheerful demeanor while multi-tasking.

**Supervision Exercised:** This is a non-supervisory position.

**Knowledge, Skills, and Abilities:**

This job requires knowledge of computers including but not limited to word processing, spreadsheets, email and electronic calendar functions; modern office practices and procedures in order to perform clerical support and minor administrative functions; English grammar, spelling, written format and punctuation; the functions, timetables, workload, and priority of the professional positions served; the procedures, work practices, format and routines associated with secretarial responsibilities to the office as well as various boards, committees, councils and other agencies and knowledge of open meeting and public records laws.

This job requires skill in operations of computers and various office machines; oral and written communication to include English language mechanics, syntax and composition; organization; accurately posting or recording information and maintaining filing systems; convey information effectively and be able to multi-task while maintaining a high level of proficiency.

This job requires the ability to independently initiate, prioritize, perform and/or solve problems related to deviations in work assigned in order to meet fixed or fluctuating deadlines and achieve work objectives; summarize motions and actions presented before or taken by board members and to organize and transcribe such into minutes of meetings; take verbatim dictation during board or commission meetings if such work is assigned; screen and prioritize correspondence, phone calls or visitors seeking the personal attention of professional staff; answer procedural, factual and semi-technical questions related to department services, programs, or functions; work with the public in a calm and courteous manner while exercising tact and diplomacy under occasionally stressful situations.

**Education and Experience:**

The job requires education and experience equivalent to graduation from high school or GED equivalent; preferably one to two years' office experience with similar responsibilities which includes working with personal computers and general office practices; or successful completion of an on-the-job training program; or any combination of experience and training which indicates possession of the knowledge, skills and abilities listed.

**Action  
Adopted**

**Date  
05/06/2015**

**Reference  
Commissioners' Minutes**