



Job Overview

Job Title: Secretary to Board of Zoning Appeals & Board of Building Appeals	Full Time or Part Time: Part Time
Original Date: March 1, 2007	Civil Service: Unclassified
Revised Date: 4/1/2010; 2/1/2015; 4/1/2017; 7/16/2018	FLSA: Non Exempt

General Purpose

To perform a variety of secretarial, clerical and administrative work in providing administrative support to the Boards.

Supervision Received

Works under the direction of the Community and Economic Development Director.

Supervision Exercised

None

Essential Duties and Responsibilities

Schedules hearing dates with Board members; Prepare hearing agendas and distribute; Prepare public hearing advertisements to be published in local newspapers.

Assemble packets for Board members which include application, drawings, pertinent code sections, and minutes from previous meeting.

Maintain filing system for all Board records, including all applications and cases heard.

Prepare annual report; Assist in the development and monitoring of the yearly operating budget.

Obtain tax mailing addresses for pertinent property owners within a 200'/500' radius and notify them for the public hearing.

Prepare and forward to applicant a copy of the decision granted by the Board.

Responsible for maintaining office equipment as needed.

Respond to incoming calls, e-mails, and assist customers at the counter.



Enter BZA applications and fees into applicable computer software program.

Attend all Board meetings; responsible as secretary of these meeting.

Transcribe basic meeting minutes.

Peripheral Duties

The position may be asked to perform other duties based on the business needs of the City. The employee may be asked to work holidays.

Desired Minimum Qualifications

EDUCATION AND EXPERIENCE:

Graduation from High School or GED equivalent. Preferably post High School continuing education courses in secretarial/administrative courses and in advanced computer software.

NECESSARY KNOWLEDGE, SKILLS AND ABILITIES:

Ability to communicate clearly and concisely, both orally and in writing; Ability to understand, organize, index and reference a wide variety of administrative information and records; Ability to research and prepare correspondence and reports; Ability to keep items confidential; Ability to establish effective working relationships with employees, supervisors, other agencies and the public; Ability to handle stressful situations; Ability to comprehend and summarize status of projects; Ability to type and enter data accurately.

Considerable knowledge of general office procedures.

Skill in operating listed equipment.

Special Requirements

Must possess a valid State of Ohio driver's license.

Tools and Equipment Used

Personal computer, various software to include but not limited to word processing, spreadsheets and presentations; copier, fax, telephone, postage machine, calculator, typewriter, mobile electronic devices, apps.



Physical Demands

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

While performing the duties of this job, the employee is frequently required to sit; stand; talk; hear; walk; use hands to finger, handle, or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to stoop or kneel.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually quiet. Most of the work is done in the office. Some of the work and projects may be performed at various locations and required to go, and required to travel to these sites. The position may also require travel for the purpose of attending training workshops.

Selection Guidelines

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the City and employee and is subject to change by the City as the needs of the City and requirements of the job change.

City of Brunswick, Ohio
Job Description



Approval:

Date:

Cliff Calaway, Chief Building Official

Grant Aungst, Community & Economic Development Director

Carl S. DeForest, City Manager/Safety Director
