

**Huerfano County
Land Use Office
400 Main Street, Suite B
Walsenburg, Colorado 81089
719-738-1220 ext. 103**



ADMINISTRATIVE ASSISTANT

Department: Huerfano County Land Use Office
Reports to: Planner / Code Enforcement Officer
Schedule: Part-Time (23 hours per week)

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Front office management, to include phone reception and greeting the public.
- Assist with general questions concerning building permit requirements, land use applications, zoning, contractor licensing, etc.
- Prepare and forward general correspondence, as directed by Planner/Code Enforcement Officer.
- Prepare vendor payment vouchers and distribute to Finance Department.
- Track Land Use Office budget expenditures, assist with year-end budget preparation.
- Maintain all plats/surveys provided by the Clerk's Office.
- Manage inventory of office supplies.

REGIONAL BUILDING AUTHORITY (RBA):

- Act as Administrative Assistant to RBA.
- Meet with contractors to review licensing requirements.
- Review Contractor License Applications for completeness, process fee payments with the Treasurer's Office, prepare license application packets for RBA review.
- Process Contractor License Renewals, as directed by the RBA.
- Prepare and distribute RBA meeting agendas in a timely manner.
- Attend and record monthly RBA meetings, transcribe meeting minutes.
- Prepare and distribute Contractor License Certificates, upon RBA approval.
- Data entry to maintain Contractor records in Land Use Office database.
- Create and maintain electronic files for all contractors.
- Prepare and send year-end contractor renewal notices.

BUILDING / PLANNING:

- Provide administrative support to Planner/Code Enforcement Officer and Community Development Planner in all areas of building and planning.
- Act as liaison between property owners, contractors and Code Enforcement Officer.
- Process Building Permit fee payments with the Treasurer's Office.
- Data entry to maintain Building Permit records in Land Use Office database.
- Create and maintain Building Permit files in both electronic and paper form.

- Assist with scheduling building inspections, as needed.
- Prepare and distribute Address Assignments and Certificates of Occupancy, as directed by the Code Enforcement Officer.
- Prepare and forward monthly building statistics to the State of Colorado.
- Prepare quarterly and year-end Building Reports, as directed by the Code Enforcement Officer.
- Assist Planner with address and/or road name changes, as needed.

ZONING / CODE ENFORCEMENT:

- Receive and forward to Code Enforcement Officer any zoning violation complaints.
- Prepare and distribute correspondence related to zoning violations. Assist Code Enforcement Officer with tracking follow up actions related to all reported zoning violations.
- Prepare and distribute any materials requested by the County Attorney.
- Data entry to maintain Zoning Violation records in Land Use Office database.
- Create and maintain Zoning Violation files in both paper and electronic form.

SPECIAL PROJECTS (TO BE COMPLETED DURING DOWN-TIME):

- Update listing of Maps/Surveys.
- Scan paper files to PDF, as directed by Land Use Office staff.
- General research and documentation, as requested by Planner/Code Enforcement Officer.

QUALIFICATIONS AND SKILLS:

- Ability to work efficiently without immediate supervision. Must be a self-starter, well disciplined, and extremely organized.
- Multi-tasking in a fast-paced environment is a must.
- Ability to communicate effectively, both orally and written.
- Ability to exercise good judgment when dealing with the public.
- Must be proficient in Microsoft Word and Excel. Experience with Access database systems preferred, but not required.

EDUCATION AND EXPERIENCE:

- Two years experience with customer service and phone reception in a front office setting.
- Knowledge in the use of a geographic information system (GIS) is a plus.
- A background in local government/public administration or the construction industry is a plus.

PHYSICAL REQUIREMENTS:

- Ability to operate a motor vehicle and maintain a valid Colorado Drivers License.
- Ability to lift and transport a maximum weight of 30 pounds.
- Ability to walk short distances between County facilities.
- Ability to sit for extended periods of time.