

HUMAN RESOURCES



MARK R. JOHNSON
Mayor

CITY OF COVINGTON

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Planning and Zoning Administrative Assistant & Occupational License Administrator

Position #: 408
Work Location: Administration
Reports To: Planning and Zoning Director
Rate of Pay: \$15 - \$17/hour
Full Time, Non-Exempt position. **This position requires some "after hour" work and is eligible for overtime.**

City Conformance Statement:

In the performance of the below respective tasks and duties all employees are expected to conform to the following:

- Perform quality work within deadlines with or without direct supervision.
- Interact professionally with other employees, customers and suppliers.
- Work effectively as a team contributor on all assignments.
- Work independently while understanding the necessity for communicating and coordinating work efforts with other employees and customers.

General Job Description:

The position is a responsible executive level administrative position of moderate complexity relative to the operations of the Planning & Zoning Department's regulatory processes, services and programs. This position is also responsible for distributing and maintaining occupational licenses throughout the City.

NOTE: The position requires some "after hour" work in connection with Commission and Board meetings.

Essential Functions:

- Coordinate the monthly agenda and case work for the Board of Adjustment, Planning Commission, Zoning Commission and Historic District Commission and also serves as the secretary to each Commission/Board.
- Serve as receptionist for walk-in residents/customers seeking services or information. Especially at times when all other personnel are absent.
- Answer incoming administrative/business telephone calls during business hours and direct the call to the appropriate personnel to address the situation.
- Create and revise systems and procedures by analyzing operating practices and recordkeeping systems.
- Resolve administrative issues by coordinating preparation of reports, analyzing data, and identifying solutions.
- Ensure operation of equipment by completing preventative maintenance requirements; calling for repairs; maintaining equipment inventory.
- Complete operational requirements by scheduling and assigning administrative projects; expediting work results.

Occupational Licenses

Works as the Occupational License Administrator for the city. Following are the essential functions:

- Oversee the procurement of new occupational licenses for all new businesses in the city.
- Administer liquor licenses and annual renewals; this requires the use of MUNIS software to process and print licenses.
- Communicate with Revenue Discovery Systems (RDS) regarding occupational license renewals, business openings and closures, noncompliance, etc.
- Assist all city business owners with questions about license renewals, compliance, etc.
- Work with city departments to ensure proper zoning, building compliance, etc. for all occupational and liquor licenses.
- Maintain updated, detailed list of all occupational license accounts.
- Administer permits for nonprofit door-to-door solicitation, peddlers, Mardi Gras vendors, etc.
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Qualifications:

- High school diploma or GED equivalent. Bachelor's Degree is preferred.
- A minimum of two (2) years of general office, communications, or records management experience.
- Legal secretary/Paralegal/Notarial experience is preferred.
- Must have strong customer service skills in dealing with citizens, vendors and merchants.
- Reliable transportation to and from work.
- Good organizational skills as well as verbal and written communication skills.
- Ability to work independently with little direction.

Minimum Required Knowledge, Skills & Abilities:

- Intermediate knowledge of Microsoft Word and Excel.
- Ability to easily adapt to multiple software systems.
- Ability to juggle multiple projects with superb accuracy.
- Strong sense of urgency and problem solving skills.
- Skill in operating standard office machines, including but not limited to, personal computer, Xerox machines, fax machine, etc.
- Ability to learn the applicable laws, ordinances, and department rules and regulations.
- Ability to communicate effectively orally and in writing.
- Ability to be detail oriented.
- Ability to manage time efficiently with minimal supervision.
- Ability to communicate effectively with employees interdepartmentally.
- Ability to maintain confidentiality at all times.
- Ability to read and interpret documents.

Physical Requirements (with or without accommodation):

- Operate office equipment (computer, copier, fax machine, etc.).
- Ability to sit, talk and hear for a large majority of the working day.
- Must be able to lift/move/carry approximately 25 pounds if required to perform the essential job function. If the employee is unable to lift/move/carry this weight and be accommodated without causing the department an "undue hardship" then the employee must be accommodated; therefore omitting lifting/moving/carrying as a physical requirement.
- Ability to work indoors behind a desk.

This job description does not necessarily cover every task or duty that might be assigned. Employees may be assigned additional responsibilities as necessary.