



**Title: Senior Administrative Associate**  
**Department: Land and Resource Management**

**FLSA Status: Non-Exempt**  
**Updated: 3/21/2023**

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### **General Definition of Work**

Performs intermediate work related to land use, zoning and related codes and ordinances, and provides office management to the Department; supports the Planning Advisory Commission and the Board of Adjustment, and completes related work as apparent or assigned. Work is performed under the moderate supervision of Land and Resource Management Director or assignee.

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### **Essential Functions**

*To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions.*

- Provides primary administrative support; serves as customer service representative; answers telephone, provides information and directs calls to appropriate party as necessary.
  - Coordinates and publishes required notifications, assists in the preparation of staff reports, and takes minutes for the Planning Advisory Commission and the Board of Adjustment.
  - Analyzes and interprets legal documents, performs research, corrects errors and inconsistencies, supports staff by researching inquiries and abstracting data from legal documents.
  - Assists, as necessary, with the compilation and submission of reports on Subsurface Sewage Treatment Systems Program, Natural Resource Block Grant, Shoreland Alteration and Feedlots.
  - Provides monthly reports to State agencies and Township units of government on permits issued.
  - Accepts, reviews, and assists customers with permit applications and processing of payments.
  - Performs specialized departmental tasks and duties as assigned.
  - Prepares, scans, files, and maintains various office files and documents.
  - Collects monies, audits, and reconciles payments.
  - Reconciles invoices and prepares bills.
  - Types a variety of documents and answers routine correspondence.
  - Maintains inventories and orders supplies.
  - Operates a variety of standard office equipment.
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### **Knowledge, Skills and Abilities**

Thorough knowledge of the organization and functions of the department and of general administrative policies and practices; thorough knowledge of standard office practices, procedures, equipment and office support techniques; thorough knowledge of business English, spelling and arithmetic; ability to read,



understand and interpret difficult materials with complicated information that may contain excerpts from regulatory and/or legal documents; ability to keep office records and to prepare accurate reports from file sources; ability to perform and organize work independently; ability to prepare effective correspondence on routine matters and to perform office management details without referral to supervisor; ability to operate standard office and computer equipment including ability to operate specialized software; ability to establish and maintain effective working relationships with associates and the general public.

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**Minimum Qualifications**

High school diploma or GED and moderate experience, or a combination of equivalent education and experience. 2-year Associate/Technical degree with course work in business management, office management, and/or accounting preferred.

**Special Qualifications**

None.

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**Working Conditions**

*The characteristics listed below are representative of the physical demands, physical agility, sensory requirements, and environmental exposures required by an individual to successfully perform the essential duties of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties.*

- Employees always sit but may walk or stand for some periods of time.
- This classification seldom involves physical agility requirements such as: climbing, stooping, kneeling, crouching, crawling, reaching, pushing, pulling,
- This classification involves repetitive motions and manual dexterity most of the time.
- Sensory requirements include standard vision requirements; vocal communication is required for expressing ideas by means of the spoken word; and hearing is required to perceive information at normal spoken word levels.

Physical Exertion (Pounds)	
Up to 10	Regular
Up to 25	Occasional
Up to 50	Seldom
Up to 100	Seldom
100 or more	Seldom



Environmental Exposures	
Work near moving mechanical parts	Seldom
Work in high, precarious places	Seldom
Toxic or caustic chemicals	Seldom
Outdoor weather conditions	Seldom
Extreme Cold, non-weather	Seldom
Extreme Heat, non-weather	Seldom
Noise Level	Moderate

*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.*