

**COUNTY OF NEW KENT
POSITION DESCRIPTION**

JOB TITLE: Environmental Planning Assistant	LOCATION: Environmental Division – Community Development
	JOB CLASS CODE:
IMMEDIATE SUPERVISOR: Environmental Planning Manager	PAYGRADE: 17
	FLSA STATUS: Non-exempt

General Statement of Duties:

Under general supervision of Environmental Planning Manager, performs complex clerical and public contact work at the front reception counter in the preparation and issuance of various administrative permits issued by the Environmental office. Work is performed in a very busy and complex setting dealing on a continuous basis with multiple tasks and with the public. Work involves attention to detail and the ability to deal with customers in a professional and courteous manner. Duties also include serving as staff to the Clean County Committee and helping to promote and schedule the Committee’s recycling events, as well as attending and preparing minutes for the Wetlands/Chesapeake Bay Preservation Board and the AFD Advisory Committee. Work also involves the creation, maintenance, and updating of various databases and GIS layers as required.

ESSENTIAL FUNCTIONS:

- Receives, reviews, and evaluates environmental documents to determine general completeness and conformance to a broad range of submittal requirements. Assists in completing applications and explains the application process, regulations, and codes
- Calculates fees and charges based on established procedure
- Checks qualifications of contractors to perform work as described by application for permits.
- Processes and issues permits to contractors, homeowners, and other individuals for all environmental related activities
- Serves as administrative staff to the Environmental Planning Manager
- Responds to inquiries at the counter, on the telephone, or through email relating to regulations, charges, documentation, and the process of obtaining permits
- Prepares and maintains application and inspection files for all environmental permits including residential, mixed use, commercial land disturbance permits, AFD, Chesapeake Bay, and Wetland permits
- Accesses Code Compliance databases by use of computer terminal; inputs and extracts data from computer; accurately records inspections, actions taken, permits issued, etc., to update and maintain computer files; prints permits or other data by use of hard copy printer
- Processes completed inspection tickets sending out violation notices as needed, forwards those requiring further action or attention to the Environmental Planning Manager

- Updates all inspection results in system for daily inspections. Provide information to Building Development Department as needed for inspections
- Maintains and manages an inventory of forms, applications, and informative packages
- Processes public hearing notices, APO notifications, and mass mailings ensuring that notification deadlines are met
- Screens incoming calls and correspondence and refers to appropriate staff for action
- Creates, updates, and maintains numerous databases and GIS Layers
- Assists in managing septic pump out program including mailings, grants and updating databases
- Works with Community Development Administrative Assistant to update the Environmental Division web site
- Attends Wetland Board Meetings and takes minutes
- Attends AFD Meeting and takes minutes
- Supports Wetlands/Chesapeake Bay Board, AFD Committee, and all other boards and committees related to the Environmental Division
- Oversees preparation of agenda and meeting packets for Wetlands/Chesapeake Bay Board, AFD Committee, and all other boards and commissions related to Environmental Division.
- Serves as staff to Clean County Commission including planning and coordinating events
- Keeps up to date records regarding permits from various state agencies
- Completes all administrative requirements for Grants
- Creates permits, forms, memoranda, and letters
- Prepares Bond releases for residential sites
- Creates weekly and monthly status reports for division
- Performs related work as required.
- Assists the Planning and Building Departments with customers when needed

KNOWLEDGE, SKILLS AND ABILITIES:

Basic knowledge and understanding of common terminology and practices utilized in the environmental and construction industry; basic knowledge of the Virginia Erosion and Sediment Control Handbook; basic familiarity with Planning and Building processes and permits; considerable knowledge of office terminology, procedures and equipment; ability to understand and follow complex oral and written directions; ability to make arithmetic computations with speed and accuracy; ability to establish and maintain accurate records; ability to file alphabetically, numerically and chronologically; ability to prioritize, organize, and perform work independently within established policies and procedures; ability to communicate effectively orally and in writing; ability to communicate and work tactfully and effectively with both professionals and nonprofessionals while reflecting the highest standards of customer service to the public; ability to effect and maintain good working relationships with employees and the public; ability to type accurately with moderate speed; ability to read, understand, interpret and explain rules and regulations.

EDUCATION AND EXPERIENCE:

Education equivalent to high school graduation and two (2) years of responsible public contact office experience, preferably in building or construction office work or any equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above. Must possess a valid Virginia operator's license and submit to a criminal background check.

PHYSICAL CONDITIONS AND NATURE OF WORK CONTACTS:

This position requires light work necessitating the frequent exertion of up to 10 pounds of force, occasionally up to 20 pounds of force, and a negligible amount of force constantly to move objects; work requires climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, and fingering; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, use of measuring devices, assembly or fabrication of parts at or within arms length, operation of machines, operation of motor vehicles or equipment, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is subject to inside and outside environmental conditions, extreme heat and cold, noise, vibration, hazards, and atmospheric conditions.

EVALUATION:

Performance will be evaluated on the ability and effectiveness with which the incumbent accomplishes the above responsibilities.