

**JOB POSTING**  
**SCOTT COUNTY GOVERNMENT**  
**SCOTT COUNTY AREA PLAN COMMISSION**

**POSITION**

Director

**WORK SCHEDULE**

As Assigned

**APPLICATION PROCESS**

APPLICATIONS: Candidates can obtain a Scott County Employment Application from the Scott County Auditor's Office. The applications must be submitted to the Auditor's Office no later than 4:30 p.m. Friday, May 03, 2024.

**REQUIREMENTS:**

This position provides a variety of diverse and complex administrative and clerical services for the Planning Department including the Area Plan Commission and the Building Commission. The Director works with the Area Plan Commission Board of Directors.

**DUTIES:** The Director must be able to perform the duties listed, and others similar as assigned, with minimal supervision, under time constraints and despite distractions. The Planning Department is a fast-paced environment requiring excellence in prioritization and time management skills and the ability to multi-task while maintaining the highest level of customer service.

- Schedule and maintain the department calendar including meetings and deadlines.
- Respond to request for information while differentiating between confidential and public information.
- Prioritize the flow of paperwork including required periodic reports and data analysis.
- Compose and interpret written, verbal and electronic communications from various sources.
- Answer telephone calls, take messages and direct callers to the appropriate department.
- Work with the general public to file applications, answer questions and provide direction.
- Assist the Building Commissioner on special projects as assigned.
- Maintain the organization of departmental files including accounts payable.
- Operate a variety of office equipment including multiple software applications.
- Process complaints, requests for service, etc. while maintaining the highest level of customer service.

**MINIMUM QUALIFICATIONS:**

- High School Diploma and one (1) year of administrative/clerical experience
- Excellent communication, organization, logic research and customer service
- Must be able to perform basic mathematics and communicate using proper grammar.
- The ability to comfortably and effectively work alone or in a team atmosphere
- The ability to sit, walk, talk, listen, read fine print and lift up to ten (10) pounds repeatedly
- The ability to be comfortable in a fast-paced environment under the pressure of deadlines.