

# Mathews County, Virginia

## Position Description

<b>Job title</b>	Wetlands, Marine Projects, and Zoning Technician
<b>Reports to</b>	Director of Planning & Zoning
<b>Department</b>	Planning & Zoning
<b>PG</b>	13

### Job purpose

Performs a variety of routine and complex clerical, secretarial and administrative work in keeping official records, providing administrative support to the Planning & Zoning staff, and assisting in the administration of the standard operating policies and procedures of the department.

Performs a variety of routine and complex administrative, technical and professional work in long-range planning and implementation of wetlands programs as well as diverse activities related to the development and preservation of the marine resources of the county.

### Duties and responsibilities

#### Administrative Assistant

- Calculates permit fees; received monies in payment of permit fees, or other departmental fees/services; records fees collected; balances daily currency transactions, coordinates with Treasurer's office for monthly deposit.
- Retrieves records/files for a variety of requested items, which may include plans, plats, property records, zoning and Chesapeake Bay Reservation areas.
- Sets up initial permit application files to ensure presence of all required copies of pertinent forms, plans, materials, records and other documents; ensures distribution of documents as necessary.
- Assigns permit application numbers.
- Prepares or completes various forms, reports, correspondence, plan submittal checklists, plan review checklists, charts or other documents.
- Attends regular and special Planning Commission and the Board of Zoning Appeals meetings; oversees or performs an accurate recording of the proceedings, preparation of the minutes with proper legislative terminology, recording, indexing and filing for the public record; distributes information as requested.
- Prepares and distributes agendas, materials, minutes and records of meetings.
- Prepares and advertises meeting agendas, bid and other advertisements, and legal notices of public hearings and special meetings.
- Receives various forms, reports correspondence, permit applications, maps, codes, ordinances, policies, manuals, reference materials or other documentation; reviews, processes, forwards or retains as appropriate.
- Miscellaneous day-to-day duties: Greet visitors, order office supplies, submit invoices to accounting, answer FOIA requests, make calls/arrangements for any problems with office machines/phones
- Notary duties
- Operates a vehicle to run errands

### **Wetlands and Marine Projects Coordinator**

- Reviews the Joint Permit Application and drawings with regard to wetlands and shoreline erosion projects for accuracy and impact, and to determine completeness. Processes all Joint Permit Applications.
- Attends regular and special Wetlands Board meetings; performs an accurate recording of the proceedings, preparation of the minutes using proper legislative terminology, recording, indexing and filing for the public record; distributes information as requested.
- Provides staff support to the Wetlands Board as needed and assigned; receives policy guidance from the Wetlands Board.
- Monitors wetlands planning activities of neighboring jurisdictions; coordinates work with other affected agencies; assists in the development of regional wetland plans, as assigned.
- Works with other staff to develop plans and coordinate implementation of plans to increase and improve public access to county waters, to include park areas, piers and docks, boat landings, etc.
- Coordinates administrative activities related to necessary dredging projects within the county.
- Acts as county's liaison with private and governmental groups involved in marine activities, including historic preservation of marine structures and public use of marine-related county facilities as well as development and preservation of marine habitat.
- Coordinates activities with federal and state agencies with regard to marine signage and boating safety.
- Assists in providing professional advice to supervisors; makes presentations to supervisors, boards, commissions, civic groups and the general public regarding wetlands issues.
- Serves when assigned by the Director of Planning and Zoning as a member of a marine or wetlands planning task force composed of County or State groups.
- Prepares and writes grant application components relating to development or preservation of marine resources.
- Ensures that Wetlands Board meetings are posted; prepares agenda based on filings and requests and provides background materials, recommendations and information as required; participate in meetings and takes minutes; follow up on matters generated at meetings as requested. Distributes agendas, materials, minutes and records of meetings.
- Responds to local citizens inquiring about local wetlands and/or marine-related ordinances or activities.

### **Desired Qualifications**

- High school education
- General knowledge of civics, municipal government, and government administration
- General knowledge of PC-based computer software including Microsoft Windows, Word, Excel, Outlook and internet use
- Able to maintain a good working relationship with office co-workers, appointed members of local boards, and elected officials

- Courteous and professional
- Know general office procedures: filing, scanning, copying
- Organized, detail and deadline oriented
- Trustworthy and discreet with office information
- Ability to communicate effectively orally and in writing with agents, contractors, owners, supervisors, employees, and the general public.

### **Tools and Equipment Used**

Personal computer, including word processing; motor vehicle; calculator; phone; copier and scanner; postage machine; tape measure.

### **Physical requirements**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is performed mostly in office settings. Some outdoor work is required in the inspection of various wetland and/or wetlands construction sites.

While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to walk; use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl; talk or hear.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

### **Work Environment**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee occasionally works in outside weather conditions. The employee is occasionally exposed to wet and/or humid conditions, or airborne particles.

The noise level in the work environment is usually quiet in the office, and moderate in the field.

### **Selection Guidelines**

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.

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.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

I acknowledge that I have received and have been given the opportunity to read this approved job description for my position with Mathews County. I understand the specific duties expected of me in my position with Mathews County, Virginia.

<b>Approved by:</b>	
<b>Date approved:</b>	<i>July 2022</i>
<b>Reviewed:</b>	