



Title: Program Coordinator
Department (Shared Responsibilities):
Building Risk Management
Planning & Zoning
Class Code: 2303

JOB DESCRIPTION

General Description:

The purpose of this class within the organization is to provide cross functional and complex administrative, secretarial and clerical support to the Departments of Planning & Zoning and Building Risk Management.

Duties and Responsibilities:

The functions listed below are those that represent the majority of the time spent working in this class. Management may assign additional functions related to the type of work of the class as necessary.

- Coordinates appropriate correspondence relating to sub-standard properties, condemnation and demolition activities, including typing repair notices, setting hearings, requesting title information; ensures adherence to applicable legal procedures.
- Compiles and prepares weekly, monthly, and/or periodic reports; gathers necessary data and statistics for incorporation into reports, to include inter-departmental, Census Bureau, Dodge Housing, and Public Information.
- Prepares purchase orders for services or supplies; Orders receives and distributes incoming supply shipments; reviews and codes invoices; and forwards for payment.
- Coordinates files relating to demolition, including setting agendas for hearings, maintaining files, monitors inspections, preparing contracts, posting compliances, filing legal ads and Lis pendens.
- Informs utility companies of approval for electrical meter installation; maintains records of approvals.
- Processes CHIP, CDBG and other government grants for draw downs and expenditures.
- Answers telephone calls; screens calls & walk-ins, answers questions from applicants regarding permits, zoning, ordinances, Historic Preservation Commission, etc.; conducts lengthy research to address issues when necessary; sets up appointments for inspectors.
- Prepares payroll information, reviews timesheet documents, enters data into system, codes for leave taken and responds to employee questions regarding payroll and refers questions to other departments/staff as necessary.
- Maintains calendar for department management; schedules meetings and appointments; makes necessary travel arrangements; prepares and distributes agendas; and obtains requested audio-visual equipment.
- Coordinates and attends Land Bank, Urban Redevelopment, Planning & Zoning, Board of Zoning Appeals, and Historic Preservation meetings as a liaison between the City and the boards, takes minutes, and offers advice from the City's perspective.

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City of Americus, GA



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- Processes, and tracks zoning applications; Prepares agendas, minutes and maintains case files for each of these Boards applications, maps, and correspondence. Meets deadlines for preparation and publication of meetings, minutes & zoning cases.
- Prepares & publishes legal advertisements for Planning Commission, Board of Zoning Appeals & Historic Preservation Commission.
- Reviews sign applications with accompanying drawings, plans, or other information necessary to complete review for permit issuance.
- Assists department management in reviewing the operating and capital improvement budget; reviews monthly financial reports. Monitors utility bills/usage for irregularities.
- Interviews permit applicants, issues or denies permits in accordance with City ordinances and related codes; collects fees for all permits and balances to report at the end of each day. Coordinates Building Official & Fire Marshal inspections for permits and Certificates of Occupancy. Enters & maintains permit information in Accela Automated Software system.
- Assists with Keep Americus Beautiful projects as needed.
- Performs related work as assigned.

Minimum Education and Experience Requirements:

Requires High School diploma or GED; supplemented by college level course work or vocational training in customer service and personal computer operations; Requires three years of previous experience and/or training involving inspection/permitting office operations, customer service, general office work, and personal computer operations; or closely related experience; Required qualifications may be any equivalent combination of education, training and experience which provides the requisite knowledge, skills and abilities for this job.

Physical Demands:

Performs sedentary work that involves walking or standing some of the time and involves sustained keyboard operations.

Unavoidable Hazards (Work Environment):

None.

Special Certifications and Licenses:

None.

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Americans with Disabilities Act Compliance:

The city of Americus is an Equal Opportunity Employer. ADA requires the city of Americus to provide reasonable accommodations to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.

By signing below, I confirm that I have read the above job description and understand the requirements, duties and responsibilities of the position.

Employee: _____ Date: _____

Manager: _____ Date: _____

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