



## JOB DESCRIPTION

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**JOB TITLE:** GIS/Planning Secretary  
**DEPARTMENT:** Potter County GIS/Planning  
**SUPERVISOR'S TITLE:** GIS/Planning Director  
**JOB CLASS:** Union Class IV, Level 1

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### GIS/PLANNING SECRETARY

#### GENERAL DESCRIPTION

The GIS/Planning Secretary is a position involving interaction with the general public and the processing of documents and data in a variety of functions to ensure accurate recordkeeping and efficient operations of the GIS/Planning Department and work closely with Potter County's 911 program.

The secretarial work of the GIS/Planning Department includes keeping full and accurate records of the Potter County Planning Commission business and activities Perform routine and complex clerical, secretarial and administrative work, keeping official records, providing administrative support to the Planning & GIS Department staff, and assisting in the administration of the standard operating policies and procedures of the department.

The GIS/Planning Secretary also may work closely with Potter County 911 MSAG Coordinator as necessary, for a 911 emergency communication system. The GIS/Planning Secretary may assist 911 with street files, geographic files, subscriber's names, telephone, street addresses or location and other files necessary for the proper and prompt handling of 911 calls. The GIS/Planning Secretary may assist in providing accurate data for the GIS staff to maintain and update the 911 Database that is needed for the Computer Aided Dispatch (CAD) program that is generated by the wireless program.

#### ESSENTIAL REQUIREMENTS, DUTIES AND RESPONSIBILITIES

A GIS/Planning Secretary/MSAG Clerk must be reliable, have public relation skills, organizational skills, data entry skills, and general computer literacy.

THE PRIMARY DUTIES OF THE GIS/PLANNING SECRETARY ARE TO PERFORM AND/OR ASSIST IN THE FOLLOWING:

- Maintain accurate records of Subdivision files (including notifications and approvals);
- Attend and prepare Agendas and transcribe Meeting Minutes for the Potter County Planning Commission;
- Provide or gather information pertinent to Planning matters for the office, public or requesting agencies;
- Maintain the General Income Receipt & Ledger



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- Receive, stamp and distribute incoming mail; process outgoing mail.
- Submit mileage reimbursement requests for the Planning Commission members;
- Obtain/provide information concerning sewage requirements in relation to the Planning Commission;
- Determines supply needs for the office and prepares the supply requisitions
- Work with Potter County 911 MSAG Coordinator as requested
- Any other responsibilities and/or duties as assigned or requested.

### **QUALIFICATION REQUIREMENTS**

#### KNOWLEDGE AND ABILITIES:

- Computer literacy;
- Have an understanding of Microsoft Office Suite & modern office practices
- Able to maintain strict confidence;
- Ability to Multitask;
- Ability to work independently within standard operating procedures and legal requirements;
- Ability to demonstrate time management skills;
- Must be willing to learn and operation of all office equipment
  - include, but are not limited to personal computer, including word processing software; fax machine and copy machine; Large format Plotter; tape and/or digital audio recorder; map reading; and telephone
- Willingness to learn planning-related software and Ordinance requirements

#### EXPERIENCE AND TRAINING:

- High School diploma or equivalent;
- Prefer Vocational/Associate Education with a minimum of one (1) year working experience in data entry and/or bookkeeping;
- Effective written and verbal communication skills;
- Effective time management, organizational and problem solving skills;
- Effective interpersonal and conflict resolution skills.

#### PHYSICAL REQUIREMENTS:

- Ability to work under pressure and meet deadlines;
- Ability to sit for extended periods of time;
- Ability to frequently stand and walk;
- Normal manual dexterity and hand-eye coordination;
- Corrected hearing and vision to normal range;
- Verbal communication.

### **ADDITIONAL REQUIREMENTS:**

- Possession of a valid Pennsylvania driver's license.
- Willing to obtain and Serve as a Notary Public
- Must have the ability to establish and maintain effective working relationships and communicate effectively, both orally and in writing, with County employees and officials and the general public.



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**HOURS:** Monday – Friday 8:30am – 4:30pm with 1 hour for lunch  
35 hour work week; Overtime as needed and approved by GIS/Planning Director.

**PAY RATE AND BENEFITS:** Pay rate and benefits are based on the union contract