

## HARDIN COUNTY PLANNING & DEVELOPMENT COMMISSION

### Job Description

**Position:** Administrative Assistant

**Job Summary:** The purpose of this position is to assist in the accomplishment of the responsibilities and functions of both Hardin County Planning & Development and the KY Building Code Program. This includes the administration and implementation of the Comprehensive Plan, Zoning Ordinance, Subdivision Regulations, Building & Electrical Codes and other regulations and ordinances as adopted by the Planning Commission, Board of Adjustment and Fiscal Court.

**Qualifications:** At a minimum, an Associate's degree with three years of work experience in a professional office environment is required. A Bachelor's degree is preferable and shall substitute for two years' work experience. Experience with Microsoft Excel & Intuit Quickbooks is preferred but not required.

**General Duties:** Must be highly detailed and organized, possess problem solving skills, have the ability to multitask, have a desire to work with citizens and possess the ability to explain government regulations and procedures. Must be team oriented with a positive customer service attitude. Responsibilities include answering phone calls, maintaining files, data entry, preparing correspondences and fielding questions from the general public. Performs research and processes a variety of land use / building / electrical permit applications. Requires working with contractors, surveyors, engineers, developers, real estate agents, government employees, property owners and neighbors of proposals. The position may assist with payroll, financial records for monthly financial statement, annual audit, budget and tax returns as well as weekly bank deposits. Skills needed include customer service, written & oral communication, Microsoft Office computer skills.

The salary for this position will depend on qualifications and experience.  
We offer competitive pay and an excellent retirement & benefits package.

Please submit resumes with cover letters, references and college transcripts:

Hardin County Planning & Development  
Director, Adam King, AICP  
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