



PLAN REVIEW COORDINATOR

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

Summary

Under the general direction of the President and Project Management Team, this position provides administrative and secretarial support to the business unit leaders of the company. In addition to typing, filing and scheduling, performs duties such as financial record keeping, administers multiple complex construction projects, and working on special projects. Also, answers non-routine correspondence and assembles highly confidential and sensitive information. Deals with a diverse group of important external callers and visitors as well as internal contacts at all levels of the organization. Independent judgment is required to plan, prioritize and organize diversified workload, recommends changes in office practices or procedures.

Responsibilities include tracking all project documents, final preparation of plan review comment letters and verification of valuation and fee report calculations during the plan review process. Assisting clients and applicants with project status and inquiries and explaining the requirements of the Codes and Ordinances as applicable. Job duties require quality assurance of work products, retaining and updating project files and maintaining office Code and Ordinance information for multiple jurisdictions.

Essential Functions

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Schedules and organizes complex activities such as inspections, meetings, and travel for all members of the department.
2. Tracks, evaluates and reports on construction project progress to B&A management.
3. Establishes, develops, maintains and updates filing. Retrieves information from files when needed. Establishes, develops, maintains and updates library of trade journals and magazines.
4. Organizes and prioritizes large volumes of information and calls.
5. Answers phones for the corporation. Takes messages or fields/answers all routine and non-routine questions. Works in cooperation with other assistants to cover phones.
6. Acts as a liaison with other departments and outside agencies. Handles confidential and non-routine information and explains policies when necessary.
7. Works independently and within a team on special nonrecurring and ongoing projects.
8. Coordinates division of workload with the Project Coordinator.
9. Maintaining master project files and close-out documents
10. Types and designs general correspondences, memos, charts, tables, graphs, etc. Proofreads copy for spelling, grammar and layout, making appropriate changes. Responsible for accuracy and clarity of final copy.



Abilities Required

1. Communicate clearly and concisely, both orally and in writing.
2. Proficient with Microsoft Office Skills
3. Strong organization, time management and follow-up skills.
4. Ability to prioritize, multi-task and meet deadlines.
5. Ability to work cooperatively and effectively with the employees, clients, architects, engineers, contractors, the public, regulatory agencies, outside consultants, government agencies, and the general public.
6. Ability to work independently with minimal guidance and solve problems.
7. Must be able to work under stressful circumstances.
8. Flexible schedule necessary. Possibly weekends or after hours.
9. Must be flexible and able to adapt to constantly changing requirements while taking steps necessary to meet challenging internal and external deadlines.
10. Must be detail oriented and possess strong organizational skills.
11. Ability to enforce regulations with firmness, tact and impartiality.

Work Environment

This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines.

Physical Demands

This is largely a sedentary role; however, some filing is required. This would require the ability to lift construction documents, files, open filing cabinets and bend or stand as necessary.

Position Type and Expected Hours of Work

This is a full-time position. Days and hours of work are Monday through Friday, 8:00 a.m. to 5:00 p.m.

Travel

No travel is expected for this position.

Required Education and Experience

Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way of obtaining the knowledge, skills, and abilities outlined above is:

1. Associate's degree.
2. Three years of administrative experience.
3. Experience in building construction trades, building design, or related field.



Additional Eligibility Qualifications

- Possession of an appropriate valid driver's license and the ability to maintain insurability under Brown & Associates vehicle insurance policy.

Other Duties

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.

EMAIL COVER LETTER AND RESUME TO: JOBS@BROWNANDASSOCIATES.NET