

Planning & Zoning Office Manager – Saunders County – Wahoo, NE

Education-Experience:

- Minimum of a high school diploma or equivalent required
- Two years of post-high school experience in accounting, clerical, or similar field
- Experience in accounting and/or mathematical background preferred

Basic Functions:

- Perform a variety of clerical tasks e.g. scheduling, building permits, deposits, meeting preparations, research & reporting
- Manage the county budget preparations
- Perform other tasks and duties as assigned

Example of Work:

- Daily contact with general public via phone, email, and in-person
- Keep schedules, files, indexes, and calendars; type letters, documents, and reports
- Maintain building permits, annual reviews, conditional permits, surveys, utility permits, address assignments, cell tower escrow funds, meeting documentation
- Prepare monthly meeting agenda, post, and submit to newspaper in accordance with deadline
- Attend and record monthly meetings (usually 1st Monday evening of each month)
- Property ownership research for monthly meetings, prepare and send notices to public
- Prepare weekly deposits, submit monthly claims and payroll
- Research, negotiate, and facilitate purchases
- Work with Finance Committee and County Board to prepare, submit, revise, fiscal year budget
- Perform other tasks and duties as assigned

Necessary Skills and Abilities:

- Knowledge and experience with Microsoft Office programs including Word, Excel, & Outlook
- Ability to learn and implement task-specific programs
- Ability to plan and meet project deadlines
- Ability to establish and maintain effective working relationship with supervisors, elected officials, and county employees
- Ability to maintain sensitive and confidential information
- Ability to communicate clearly and effectively
- Ability to balance and perform transactions, calculations, and accounting tasks with accuracy and speed

The position is 30 hours per week, with a starting salary \$13.26/hour (commensurate with education and experience), plus benefits, including family health insurance plan, retirement, vacation, and sick leave.

The position will be open until filled with no decision before December 3, 2020.

Email or Send Application and Resume to:

Saunders County Clerk
433 N Chestnut St STE 300
Wahoo, NE 68066