

**TOWN OF SPRINGDALE, SOUTH CAROLINA
JOB DESCRIPTION**

**JOB TITLE: ADMINISTRATIVE SPECIALIST
ADMINISTRATION DEPARTMENT**

Under general supervision, performs a variety of administrative and technical work in support of the operations of the Town. Serves as primary point of contact for the general public to include answering phones and greeting customers. Work involves providing information to customers regarding Town processes, regulations, and services (ordinances, business licensing, building permits, and zoning); entering information into various software systems; receiving and processing payments for court fines and fees; processing permits and business licenses; providing assistance to Administration department employees as needed. Reports to the Town Administrator. Requires an associate, vocational or technical degree or; a high school diploma or GED equivalent supplemented by 2 years of related administrative experience.