



PLANNING & DEVELOPMENT ASSISTANT
Planning & Development Department

DEFINITION

Under immediate direction of the Planning & Development Director, performs a variety of responsible and complex secretarial and administrative duties for the Planning & Development Department.

ESSENTIAL JOB FUNCTIONS

- Serves as Planning Commission Secretary and secretary for various appeal boards;
- Attends Planning Commission and various appeal board meetings;
- Composes and distributes public hearing notices, meeting agendas, etc. associated with the Planning Commission and various appeal board meetings;
- Composes and distributes the necessary public hearing notices, certified mailings, etc. regarding Redevelopment Plans and Blight & Substandard Studies;
- Answers planning and zoning questions to assist citizens, developers, etc. with property & processes;
- Compose and maintain Planning Commission agendas;
- Compose attachments to agendas resolutions and ordinances;
- Files and tracks necessary information and submittal items for planning, zoning and platting processes;
- Distributes submittal documents to various departmental staff for review;
- Tracks the various departmental reviews of submittal documents to assure the processing/meeting dates are met;
- Files materials, correspondence and data;
- Sets up for and attends pre-planning meetings;
- Assists in the necessary administrative work resulting from the issuance of permits for electrical, plumbing, and mechanical and any others associated with Building Services;
- Assists contractors and the public with permit applications;
- Assists in maintaining files and database records for Building Services;
- Maintains the Planning & Development Department webpage;
- Serves as a backup to other City staff in order to serve the public in their absence;
- Performs related work as required.

JOB STANDARDS/SKILLS

Use fluent English language for both oral and written communication; ability to use Microsoft Office and other software; ability to use the City website content management system for webpage editing; ability to communicate clearly and concisely, both orally and written; ability to independently research, gather and prepare written documents from various information sources; ability to establish and maintain effective working relationships with elected officials, co-workers, supervisor and the public; ability to exercise sound judgement in evaluating situations and in making decisions.

EQUIPMENT

Requires use of personal computer and related software, telephone, copy machine, scanner, fax machine, calculator and other related office equipment.

PHYSICAL DEMANDS

KEY:

- N = Never
- O = Occasionally
- F = Frequently
- A = Always

	N	O	F	A
LIFTING		X		
TRANSPORTING		X		
PUSHING		X		
PULLING		X		
CLIMBING		X		
BALANCING		X		
STOOPING		X		
KNEELING		X		
CROUCHING		X		
REACHING			X	
HANDLING				X
FINGERING			X	
FEELING		X		
TALKING			X	
HEARING			X	
NEAR ACUITY			X	
FAR ACUITY		X		
DEPTH PERCEPTION		X		
COLOR VISION		X		
FIELD OF VISION		X		
TASTING/SMELLING		X		

ENVIRONMENTAL CONDITIONS

	N	O	F	A
EXPOSURE TO WEATHER		X		
EXTREME COLD		X		
EXTREME HEAT		X		
WET AND/OR HUMID		X		
NOISE INTENSITY LEVEL	X			
VIBRATION	X			
ATMOSPHERIC CONDITIONS	X			
MOVING MECHANICAL PARTS	X			
ELECTRIC SHOCK	X			

HIGH EXPOSED PLACES	X			
RADIATION	X			
EXPLOSIVES	X			
TOXIC/CAUSTIC CHEMICALS	X			

POSITION:

STANDIN 20%
 G:
 WALKING: 5%
 SITTING: 75%

CONTROLS:

HAND- 95%
 ARM:
 FOOT-LEG: 5%

STRENGTH 20 pounds
LEVEL: