

# CITY OF HAYDEN JOB DESCRIPTION

## PLANNING ASSISTANT Community and Economic Development Department

### POSITION SUMMARY

This position reports to the Community and Economic Development Director and provides proficient technical and administrative support services to the Planning, Building, and Economic Development Divisions. The individual in this position is required to efficiently and effectively complete a variety of job tasks related to the Planning Division. Responsibilities include providing zoning and development information to the public, assisting with the business and alcohol licensing processes, reviewing and processing sign permits, architectural reviews, land use, boundary line adjustment and minor subdivision applications. Additionally, the Planning Assistant will assist with the code enforcement process. The Planning Assistant is required to work a flexible schedule, acquire and maintain current knowledge of the content of City's Comprehensive Plan, Subdivision Ordinance, Zoning Ordinance, and other City ordinances, codes, standards, and policies affecting the city, and perform other tasks as assigned by Community and Economic Development Director or the City Administrator.

### ESSENTIAL JOB DUTIES AND RESPONSIBILITIES (*illustrative only*)

This list includes, but is not limited to the following:

Supports the Community Development Department effectively and efficiently by:

- Providing the public with information regarding zoning and development standards, such as: zone designations, setbacks, density, parking as well as development processes and infrastructure standards
- Providing applicants with information regarding land use applications such as: variances, zone changes, special use permits, code amendment, architectural review, and other similar permitting processes.
- Reviewing applications for completeness, assisting applicants with questions, and processing application materials and requests for information related to Planning in a timely manner.
- Collecting fees, creating files, entering data into computer system, and posting fees related to applications.
- Tracking applications and development proposals in process through final approvals.
- Preparing public notices and ensuring all legal notice requirements are met for newspapers, public agencies and surrounding properties for Planning and Zoning Commission public hearings & minor subdivisions, and planning-related City Council hearings.
- Collecting, assimilating, and distributing development data, and preparing periodic statistical and financial reports as required.
- Developing and maintaining positive working relationships with supervisor, co-workers, and the general public.
- Providing support for code enforcement functions
- Assisting with the code enforcement process
- Assisting businesses with the business and alcohol licensing application process

Responds to public and organizational needs by:

- Answering questions from walk-ins and phone calls regarding procedures, codes, ordinances and other related areas in a professional and friendly manner.
- Promptly and courteously providing direction and information to applicants regarding processes.
- Scheduling meetings and appointments for the Community and Economic Development Director and Planners as necessary.
- Preparing planning documents for meetings and setting up PowerPoint presentations.
- Mailing out communications, reminders, and notices to the public as required.
- Coordinating and facilitating the flow of information with other departments to ensure effective communication.

Contributes to maintaining high quality standards within the department and organization by:

- Assisting with reviewing and editing documents.
- Updating and re-designing subdivision, planning, and zoning forms and procedures as necessary.
- Maintaining accurate and up-to-date files for documents and materials associated with department functions.
- Accurately invoicing applicants for cost of mailing and publishing notices in a timely manner.
- Acquiring and maintaining current knowledge of the content of ordinances and matters affecting the city

## **MARGINAL JOB DUTIES AND RESPONSIBILITIES:**

Contributes to the success of the organization by:

- Assisting where necessary in the Community and Economic Development and Building Departments, and other Departments as requested
- Attending out-of-town training on occasion.
- Participating in weekly staff meetings.
- Assisting with foot traffic in the Department.
- Researching background and historical information for planning issues.
- Researching and assisting in procurement for Planning Department.
- Assisting in the preparation of miscellaneous projects, research and reports for Community and Economic Development Director.
- Performing other duties as assigned by the Community and Economic Development Director and/or the City Administrator.

## **REQUIRED QUALIFICATIONS**

The requirements listed below are representative of the minimum knowledge, skill, and/or ability required for an individual to satisfactorily perform each essential duty satisfactorily and be successful in the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **Knowledge, Skills, and Abilities:**

Ability to:

- Listen, understand, and effectively communicate through oral, written, and interpersonal communication channels.
- Follow oral and written instructions.
- Proficiently use office equipment such as phones, computers, typewriters, copy machines, fax machines, etc.
- Learn new concepts, understand their implications, anticipate and solve problems, and accurately utilize new information.
- Work independently and exercise initiative, with general guidance and supervision.
- Use good judgment to make sound and reasonable decisions and respond to customer service needs in accordance with laws, ordinances, regulations and established policies.
- Accurately file information in a timely manner, keep up-to-date records, and maintain organized filing systems.
- Establish and maintain positive working relationships with co-workers and organizations or individuals encountered with the community and general public in performance of job responsibilities.
- Manage time effectively to accomplish tasks in a timely manner and meet deadlines.
- Speak clearly and use English efficiently to communicate accurate information to others.
- Work a flexible schedule on occasion to meet department needs.
- Handle difficult customers in a calm and professional manner.
- Process and enter data into computer programs accurately.

Skill in:

- Operating computers, software programs, such as Microsoft Word, Excel, PowerPoint, or similar office software proficiently to create documents and other materials, and database systems to maintain information, and generate reports.
- Reasoning and solving problems in response to organizational, departmental, and customer service needs.

Knowledge of:

- Appropriate professional office practices, principles and etiquette for providing quality customer service.

### **Preferred Education and Experience:**

- Associates or technical degree with some training and/or education related to Communications, Office Technology, Business Administration, Paralegal, Planning, Economics, Geography, Architecture or Engineering.
- Approximately 3 years of experience working in an environment that is either a governmental operations or a private business with an organizational structure where the customer experience is important but where there is also an organization structure in which there are rules, and processes.
- An equivalent combination of education and experience which demonstrates the required skills, knowledge and abilities may be considered.

### **Physical Requirements:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit and use fingers and hands to keyboard or type, and to handle materials. The employee is frequently required to reach with hands and/or arms and occasionally required to climb stairs, stand, and walk as well as climb or balance, stoop and kneel, or crouch. The employee may occasionally lift and/or move up to 25 pounds. Sufficient visual acuity and hearing capacity to perform the essential functions and interact with the public is required. Site visits are occasionally required to an outdoor or indoor location where conditions such as mud, moisture, snow, ice, unstable soils, construction debris, and other similar items are encountered.

**Work Environment**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee works in an office setting where the noise level in the work environment is usually moderate.

Signature of Employee: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Supervisor: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Human Resources Director: \_\_\_\_\_ Date: \_\_\_\_\_