

PLANNING SECRETARY – PART-TIME

Reports to: Planning Director
Position Control No.:

Department: Inspections & Planning
 Exempt Non-Exempt
 Full Time Part-Time Seasonal

Department Head Approval: _____ Date: _____

JOB SUMMARY:

Performs administrative support function for the Planning Director and the Building Official/Planning Coordinator. Requires knowledge of department and City procedures. Implements policies and procedures for production of documents, work flow, filing, ordering of supplies, records maintenance, and other clerical services for the department. Uses independent judgment in completing activities. Act as an administrative liaison with internal and/or external sources. Monitors budget, accounting and time cards for the department.

ESSENTIAL JOB FUNCTIONS:

1. Performs clerical functions requiring considerable discretion and specialized knowledge.
2. Assists the public, by phone or in person, with questions and/or requests for information which requires knowledge of policies and procedures.
3. Proficient in word processing of correspondence, memorandums, forms, spreadsheets (MS Office and Outlook) for presentations.
4. Maintains department and project files and assists in retrieving and supplying information to other departments, agencies and open records requests.
5. Skilled in the use of department equipment such as computer, calculator, fax machine, copier, binding machine, camera and scanner. Also responsible for the efficient and safe operation, care and appearance of said equipment.
6. Prepare forms, charts, statements, confidential investigations, (recorded or written) letters or memos requiring signatures by department heads.
7. Attend staff or board meetings when required.
8. Maintains Planning Director's appointment calendar, reserves meeting rooms, makes travel arrangements and room accommodations.
9. Prepares departmental time cards, time recaps, and completes the necessary paperwork for changes regarding department personnel status.
10. Process accounts payable and coordinates with department heads regarding all budget matters. Maintains department accounting procedures.
11. Works independently in the absence of specific instructions or supervision.
12. Ability to use tact and diplomacy, and maintain effective working relationships with others.

QUALIFICATIONS:

1. High School diploma or GED – College Degree preferred.
2. Three (3) to four (4) years experience in general secretarial work or related field.
3. Strong verbal and written communication skills.

4. Good organizational skills and able to work under hurried and pressured conditions.
5. Ability to deal effectively with public and governmental officials and learn the operating practices of municipal government.

PHYSICAL REQUIREMENTS:

1. Must be able to lift, carry or hold 10 pounds of office supplies; push and pull up to 10 pounds of office equipment.
2. Must be able to sit for extended periods of time.

NOTE: The above statements are intended to describe the general nature and level of work being performed by the person assigned to this job. They are not intended to be an exhausted list of all responsibilities, duties, skills and physical demands required of personnel so classified.

APPLICANT: Are you capable of performing in a reasonable manner the activities involved in this job description for which you have applied? _____.

Signature

Date