



## Planning Technician/Administrative Secretary

Salary: \$15.73-21.79

### DESCRIPTION

Incumbents are responsible for providing routine, standard clerical support to a City Manager and the Planning Department. Responsibilities may include answering the telephone; providing routine customer service, maintaining an established filing system; running standard reports; entering data; accepting payments; and operating standard office equipment. Receives direction from the City Manager.

### ESSENTIAL JOB FUNCTIONS

- Performs experience level secretarial tasks including but not limited to producing letters, reports, memorandums, etc. via the computer; makes photocopies, files, distributes mail, etc.
- Communicates in a positive and effective manner with City Council, staff, developers and the general public
- Answers telephone communications and record messages
- Receives and accepts site plans for new development
- Accepts petitions for rezoning, annexations, street or easement vacates and conditional uses
- Prepares notices for public hearings
- Assists in the preparation of meeting packets
- Take minutes and maintain records for Planning and Zoning Meetings
- Must attend a regularly scheduled Planning and Zoning Meeting once/month in the evenings
- Maintain building permit records & files
- Assist in accounts payable and receivable
- Other duties as assigned.

### REQUIRED KNOWLEDGE, ABILITIES, AND SKILLS

- Maintain a high level of confidentiality
- Interpersonal/human relations skills
- Communicate clearly and concisely in both written and oral form
- Perform clerical and administrative tasks quickly and accurately
- Coordinate daily activities and/or schedule
- Work independently and organize complex clerical tasks
- Ability to be flexible and adaptable in a variety of situations
- Excellent copy editing and proofreading skills
- Remain calm under trying circumstances and work with frequent interruptions
- Maintain efficient office procedures and a system for keeping track of requested actions and reports
- Type from rough draft and keyboard at an efficient rate of speed
- Meet strict timelines and perform multiple tasks
- Knowledge and proficiency in the use of technology (i.e. computers, database spreadsheet programs and power point)
- Knowledge and ability of record keeping methods, keyboarding and preparation of correspondence

### MINIMUM EDUCATION, TRAINING, AND EXPERIENCE

- High school graduate or equivalent and two years of clerical/secretarial experience

OR

- Associates Degree in Secretarial Science, planning, business administration or related field