



CITY OF JASPER

JOB DESCRIPTION

❖ IDENTIFICATION INFORMATION

❖ **Job Title:** PART TIME ADMINISTRATIVE ASSISTANT PLANNING & ZONING

❖ **Department:** Planning & Zoning

Division:

❖ **FLSA Classification:** Non-Exempt

Grade: \$16.00

❖ INTRODUCTORY STATEMENT

This position is responsible for administrative services within the city's Planning & Zoning Department.

❖ ESSENTIAL JOB FUNCTIONS

- Provides customer services; answers telephone and greets visitors; provides information and assistance; refers to appropriate personnel; takes messages and makes appointments for inspections, pre-construction meeting, etc.
- Receives and processes payments for business and alcohol licenses, sign & building permits, and insurance tax premiums.
- Processes business license applications and prepares licenses for issuance.
- Processes permitting, zoning, annexation and variance applications; sends out notices and advertisements for zoning changes.
- Assists in the preparation of meeting packets to the Planning & Zoning Board, and the Mayor and City Council.
- Performs other related duties as assigned by the Development Director.

❖ JOB FACTOR SPECIFICATIONS

1. Job Requirements

a. Knowledge Skills and Abilities

1. Knowledge of development and planning principles and practices.
2. Knowledge of modern offices practices and procedures.
3. Knowledge of computers and job-related software programs, ie, Tyler Technologies and proficient with all Microsoft Suite.
4. Knowledge of research, statistical analysis and report preparation principles.
5. Knowledge of relevant federal, state and county laws, city ordinances and department policies and procedures.
6. Proficiency in customer services.
7. Skill in Data Entry, Bookkeeping and Scheduling a PLUS
8. Skill in maintenance of files and records.
9. Skill in problem solving.
10. Skill in prioritizing and planning.

10. Skill in the use of such office equipment as a computer, scanner, fax machine and copier.
11. Skill in interpersonal relations.
12. Skill in oral and written communication.

2. Responsibility

- a. This position has no supervisory responsibility.

3. Personal Work Relationships

- a. Contacts are typically with co-workers, elected and appointed officials, business owners, representatives of other governmental agencies, vendors, contractors, architects, engineers, builders and the general public.
- b. Contacts are typically to exchange information, resolve problems and provide customer service.

4. Physical Effort and Work Environment

- a. The work is typically performed while sitting at a desk or while intermittently sitting, standing, stooping, walking, bending. The employee occasionally lifts light objects.
- b. The work is typically performed in an office.

5. Complexity and Scope of Work

- a. The work consists of related administrative duties of projects. Frequent interruptions contribute to the complexity of the position.
- b. The purpose of this position is to provide customer service and administrative support for the city's licensing, planning and zoning functions. Successful performance helps ensure the efficiency and effectiveness of those operations.

6. Minimum Qualifications

- a. Knowledge and level of competency commonly associated with the completion of an associate's degree in a course of study related to the occupational field or experience therein.
- b. Experience sufficient to understand the basic principles relevant to the major duties of the position, usually associated with the completion of an apprenticeship/ internship or having held a similar position for one to two years.

7. Supervisory Controls

- a. The Development Director assigns work in terms of department goals and objectives. The manager reviews work through reports and observation of department activities.

❖ **E. APPROVAL SIGNATURES**

I have read and understand the attached job description for the position of Part Time Administrative Assistant-Planning & Zoning with the City of Jasper.

Employee (print)

Employee (signature) Date

Department Head (print)

Department Head (signature) Date

City Manager (print)

City Manager (signature) Date