

## **Planning/Administrative Assistant**

### **DEFINITION**

Provides technical and administrative support on a variety of current planning and administrative projects; provides staff assistance to the Planning Director and Town Administrator, Town Council and various Town committees as assigned. Assists the public with planning procedures and compliance; updating planning reference material; and perform related work as required.

### **DISTINGUISHING CHARACTERISTICS**

The Planning/Administrative Assistant has responsibility to serve as primary back up to the Planning Director (3/4 time) and to provide general administrative support to the Town Administrator on a variety of projects (1/4 time).

### **SUPERVISION RECEIVED/EXERCISED**

Policy direction is provided by the Town Administrator and administrative direction is provided by the Planning Director. Supervisory responsibilities entail assignment and specific instructions to clerical support staff and professional staff.

### **ESSENTIAL DUTIES**

Responsible for various planning related projects including minor permit processing and environmental review; research, Zoning and Design Ordinance maintenance/updates, including signage, lighting, noise and fence height/location ordinances; Flood Plain Development Permit review/action; FEMA grant follow up and administration; Special Event Permit processing and follow up; code enforcement; monitoring of planning collection accounts; Amplified Music permit processing; administration of water conservation program; maintenance and organization of planning files and records; preparation of demographic and census information; preparation of reports on various planning and administrative issues; provide Z/DRB assistance as required; sign ordinance review.

### **OTHER DUTIES**

Responds to citizen complaints and follow up on issues as directed; responsible for developing, improving and implementing various communication tools for the Town including: newsletters and special informational bulletins; will assist or work in conjunction with Community Services Director and other staff; may assist in design of public works and community projects such as park renovation and master plans; provide committee assistance as directed, help coordinate various Town projects with other staff, consultants and agencies; assist in Community Hall Master Plan, prepare and write grants as directed. May perform other duties and special projects as assigned by the Town Administrator or Planning Director.

## **QUALIFICATIONS**

### **Experience/Education**

Sufficient experience and education in current planning to assist in coordinating the Town's planning activities in an effective and cost efficient manner. A minimum of a Bachelors Degree in planning or political science or a related field as required. Public sector experience is highly desirable.

### **Knowledge/Ability**

Comprehensive knowledge of modern principles and practices of urban planning and development, including municipal program development and administration; methods and techniques of effective technical report preparation and presentation; research methods and sources of information related to urban growth and development; recent developments, current literature and sources of information related to municipal planning and administration; pertinent federal, state, and local rules, regulations, and ordinance. General knowledge of budgeting procedures and techniques and principles and practices of supervision, training, and personnel management. Ability to identify, coordinate, and resolve a wide variety of interests in the development of the land use policy; ensure program compliance with federal, state, and local rules, laws, and regulations; interpret and apply pertinent laws, rules, and regulations; prepare and analyze technical and administrative reports, statements, and correspondence; establish and maintain cooperative working relationships with those contacted in the course of work; communicate clearly and concisely, both orally and in writing.

### **Working Conditions**

Position requires sitting, standing, walking, reaching, twisting, turning, kneeling, bending, squatting, and crouching in the performance of daily activities. The position also requires grasping, repetitive hand movement, and fine coordination in reading maps, writing reports, and using a computer key board. Additionally, the position requires near, far, and color vision in reading maps, reports, using the computer, looking at property, and acute hearing is required when providing phone and counter service. The need to lift, carry, and push plans, file boxes, and to set up tables weighing up to 25 pounds also is required. The nature of the work requires the incumbent to visit properties and make site reviews in all weather conditions including wet, hot, and cold and exposes the incumbent to fumes, dust, contaminants, and above average noise. The incumbent also must be available to be called for local emergencies, attend meetings in various other towns and cities, work irregular or extended hours to attend various committee meetings and work with constant interruptions, and at times, with demanding, angry, and violent clients when discussing and enforcing codes.