

JOB DESCRIPTION

PLANNING & ZONING ADMINISTRATIVE ASSISTANT

General Purpose

Provides a variety of routine clerical and administrative work in the administration of the Township.

Supervision Received

Works under the general supervision of the Zoning/Code Enforcement Officer and Township Manager.

Essential Duties and Responsibilities

1. Assists the Zoning/Code Enforcement Officer in clerical duties relating to enforcement actions and subsequent follow up.
2. Assists the Zoning/Code Enforcement Officer and Township Manager in coordination of documents, letters or response for Subdivision and Land Development Plans.
3. Provides technical and clerical responsibilities for the mandatory on-lot septic pumping program.
4. Evaluates work procedures, schedules, and work flow to ensure that planning with the Township proceeds in a timely manner for review and approval.
5. Assists in the preparation of Planning Commission agenda and attachments.
6. Provides written and oral information to citizens regarding planning issues as required.
7. Assists other Township in a variety of tasks and projects.
8. Assists in the development of notices, flyers, brochures, and other information materials about programs and planning requirements.

Education and Experience

1. Graduation from a 2-year college or university with a degree in land planning, public administration, or paralegal studies or closely related field is a benefit.
2. Any equivalent combination of related education and experience.

Necessary Knowledge, Skills and Abilities

1. Working knowledge of the principles of zoning and planning including enforcement.
2. Working knowledge of personal computers and programs including Microsoft Office and email and internet.
3. Ability to communicate orally and in writing with residents, contractors, and consultants.
4. Experience in the use of CSG Permit Manager would be a benefit.

Special Requirements

A valid State Driver's License or ability to obtain one.

Tools and Equipment Used

Personal computer, including word processing and excel spreadsheets, motor vehicle, calculator, phone, copy and fax machines.

Physical Demands

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.

Work is performed mostly in office settings. Some outdoor work is required in the inspection of various land use developments and construction sites. Hand-eye coordination is necessary to operate computers and various pieces of office equipment.

While performing the duties of this job, the employee is occasionally required to stand or sit; walk; use hands to finger handle, feel or operate objects, tools or controls; and reach with hands or arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch or crawl; talk or hear.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

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 occasionally works in outside weather conditions. The employee is occasional exposed to wet and/or humid conditions, or airborne particles.

The noise level in the work environment is usually quiet in the office, and moderate in the field.

Selection Guidelines

Formal application, rating of education and experience; oral interview and reference check; and job related tests may be required.

The duties listed above are intended only as illustrations of the various types or work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.