

South Jordan City

Job Description

Title:	Planning Assistant	Effective Date:	2/1/16
Org:	100400	FLSA:	Non-Exempt
Pay Grade:	6	Workers Comp:	Clerical

GENERAL PURPOSE

Perform a variety of duties as needed to expedite the receiving and processing of development applications, permitting, inspection requests and other various support duties for the Community Development Department.

SUPERVISOR

City Planner

POSITION(S) SUPERVISED

None

ESSENTIAL JOB FUNCTIONS

Meet performance standards established with the employee's supervisor.

Job attendance is required, except for authorized leave.

Perform ongoing "customer service" duties and provide first level assistance to general public, contractors, developers and city staff; answers phone and route calls; take and relay messages; provide information to inquiring parties; respond to general questions related to department functions; prepare agendas, attend staff, committee, and task force meetings, take dictation and transcribe material into documents, letters, reports, memos, minutes or other general correspondence; compose routine letters and informative notices.

Prepare meeting packets; compile information and documentation related to agenda items, including maps, letters, reports, etc.

Prepare various documents based upon city council approval, including, notice of award, agreements and contracts; prepare purchase orders; assure proper signing and authorizations; process agreements through administrative services department.

Receive and accept site plans for new residential and commercial developments; accept petitions for rezoning, annexations, street or easement vacates and conditional uses; assess fees according to established requirements; maintain and distribute log of requests; prepare notices for delivery to adjacent property owners to apprise of proposed or pending actions.

Provide administrative and clerical support in managing information and documentation process related to subdivision and commercial development; receive and log plan/specifications and route to distribute for review by engineering and public works staff; coordinate with developer when changes are completed and resubmitted.

Assure that proper legal documents are recorded with the County related to subdivision plats, annexation plats, and all ordinances pertaining to waivers, amendments, abandonment's, street changes/vacates, etc.; distribute copies of plats to utilities.

Perform general administrative functions as needed to assure office efficiency and effectiveness; prepare purchase orders and buy office supplies; track invoices and match with purchase orders.

Perform other duties as assigned.

MINIMUM QUALIFICATIONS

1. Education and Experience:

A. Graduation from High School or G.E.D.;

AND

B. One (1) year of responsible experience performing above or related duties;

2. Special Qualifications:

Net 40 wpm preferred.

Licensed in the State of Utah as a Notary Public preferred.

3. Knowledge, Skills, and Abilities:

Knowledge of modern office practices and procedures; of grammar, spelling and punctuation; of modern filing systems related to alphabetical and numeric files; telephone etiquette, various office machines (i.e. copy machine, fax, etc.). Working knowledge of administrative procedures; of legal processes associated with the maintenance of public records and documents; current codes, standards, safety practices and principles required to meet engineering standards; planning and zoning codes; interpersonal communication skills, bookkeeping and basic accounting.

Ability to operate a personal computer and Microsoft products.

Ability to exercise initiative, independent judgment and to act resourcefully under varying conditions; communicate effectively verbally and in writing; ability to establish and maintain effective working relationships with co-workers, elected officials and other agencies of the public; perform general bookkeeping; establish and maintain comprehensive records and files.

Ability to work with the public and city staff in a busy and often stressful environment with a professional and positive approach; skill in the art of diplomacy and cooperative problem solving.

4. Working Conditions:

Incumbent of the position performs in a typical office setting with appropriate climate controls. Tasks require variety of physical activities, not generally involving muscular strain, such as walking, standing, stooping, sitting, reaching, talking, hearing and seeing. Rapid work speed required performing keyboard operations. Common eye, hand, finger, leg and foot dexterity exist. Mental application utilizes memory for details, verbal instructions, emotional stability, critical thinking and some guided problem solving.

The above statements are intended to describe the general nature and level of work being performed by person(s) assigned to this job. They are not intended to and do not infer or create any employment, compensation, or contract rights to any person(s). This job description reflects management's assignment of essential functions; it does not prescribe or restrict the tasks that may be assigned. This updated job description supersedes all prior descriptions for the same position.

Human Resources Use Only

Job Class:	Clerical Non-Exempt	EEO-4 Class:	Adm Support
Location:	Planning	EEO P Class:	Adm Support
Group/BU:	General Pay Plan	Tech-Net Match:	Combined-2320