

City of Florence  
Planning Administrative Assistant

---

DEPARTMENT: Community Development Dept.

CLASSIFIED: Regular, Full-time

DATE: January 2015

REPORTS TO: Planning Director

POSITION STATUS: Non-Exempt

---

**PURPOSE OF POSITION:**

To provide administrative assistance to the Planning Director, Planners, and Building Technician. To assist the public in obtaining information about the city's development codes, application processes, and Planning Department functions. This position requires a high degree of attention to detail, trust, independent work, and professional compatibility with other employees within the Planning Department and other City departments.

**ESSENTIAL JOB FUNCTIONS:**

*Land Use Customer Service*

- Provide initial public and phone contact and assist customers at front desk.
- Address the public's problems, questions, and complaints regarding land use, land development, and zoning.
- Communicate with applicants, general public, Planning Commissioners, and other City departments and outside agencies as necessary to complete job duties.
- Process business license applications ensuring applicability of zoning laws.

*Processing Land Use Applications*

- Invoice pre-application applicants.
- Receive various land use and zoning permit applications and set-up filing and tracking.
- Send out referrals, prepare and mail out public notices, prepare legal notices for publication, prepare and mail notices and decisions and other required documents under direction of director.
- Maintain project and other land use files via documentation, scanning, and archiving.

*Planning Commission & Committee Support*

- Work with the director and planners to support the activities of various committees administered by the Planning Department, provide information and materials, and prepare minutes.
- Assist in preparation of documents for Planning Commission meetings and compile agenda packets.
- Attends Planning Commission meetings two evenings a month to perform administrative functions such as set-up and tear-down, and recording commissioner attendance, voting and minutes.

City of Florence  
Planning Administrative Assistant

---

DEPARTMENT: Community Development Dept.

REPORTS TO: Planning Director

CLASSIFIED: Regular, Full-time

POSITION STATUS: Non-Exempt

DATE: January 2015

---

*Backup Building Department Customer Service*

- Provide information on the building permit process and associated fees to builders, contractors and the general public. Use and maintain the Accela building permit program, which includes scanning all appropriate paperwork into the related building and land use permits.
- Review building permit applications for completeness, general land use compliance, and for required licenses, and works with building department contractors in absence of the building technician.
- Calculate building permit fees based in consultation with contract building official in the absence of the building technician.

*Administrative Responsibilities*

- Ability to prioritize, coordinate, and manage various work assignments.
- Create and maintain department filing and record systems, database, end of month reports, department webpages, and large mailings.
- Type correspondence, forms, lists, photocopy, receive and distribute mail.
- Schedule appointments, make reservations, and arrange for conferences and meetings.
- Process and research public records requests.
- Maintain and order office supplies and equipment, monitor and arrange for equipment repair.
- Work with director to monitor department expenses.
- Work with director or planners to monitor grant-related activities, prepare grant related reports as required.
- Utilize desktop publishing software to generate brochures, fliers, forms, and other related material for various department needs and community events.
- Maintain work areas in a clean and orderly manner, and maintain professional demeanor, appearance and attitude

Follow all safety rules and procedures established for work areas.

THE ABOVE DESCRIPTION COVERS THE MOST SIGNIFICANT DUTIES PERFORMED BUT DOES NOT INCLUDE OTHER OCCASIONAL WORK.

**JOB QUALIFICATION REQUIREMENTS:**

**MINIMUM JOB QUALIFICATIONS:** Strong communication skills and ability to work well with the general public. Knowledge of office practices and procedures, file management, business English, word processing, spreadsheet application software, secretarial practices, and research methods. Ability to transcribe minutes quickly and effectively. High school diploma or equivalent and additional two years administrative or secretarial experience or any satisfactory combination of experience and training

City of Florence  
Planning Administrative Assistant

---

DEPARTMENT: Community Development Dept.  
CLASSIFIED: Regular, Full-time  
DATE: January 2015

REPORTS TO: Planning Director  
POSITION STATUS: Non-Exempt

---

which demonstrates the knowledge, skills and ability to perform the above duties

**DESIRABLE ADDITIONAL QUALIFICATIONS:** Knowledge of municipal government functional areas and specific word processing software utilized within the various department in the City. Knowledge and experience in public records laws, applicable state and city regulations, and skilled in methods of problem resolution.

**PHYSICAL DEMANDS OF POSITION:** While performing the duties of this position, the employee is frequently required to sit for long periods, to reach and manipulate objects, tools or controls. The position requires mobility. Duties involve moving materials weighing up to 10 pounds, and occasionally weighing up to 30 pounds. Manual dexterity and coordination are required to operate office equipment.

**WORKING CONDITIONS:** Usual office working conditions. The noise level is typical of most office environments.

**SUPERVISORY RESPONSIBILITIES:** None.

**SUPERVISION RECEIVED:** Works under the general supervision of the Planning Director or designee.