

CITY OF WOODLAND PARK EMPLOYMENT OPPORTUNITY



PLANNING ADMINISTRATIVE ASSISTANT

Employer: City of Woodland Park

Application Timeline: Review of application will begin on January 30, 2012. The position will remain open until filled.

Hiring Pay Range: Grade 5, \$29,860 - \$35,085 DOQ

Contact: Sally Riley, Planning Director (719) 687-5283

URL: [hppt://www.city-woodlandpark.org](http://www.city-woodlandpark.org)

SUMMARY: The Administrative Assistant performs a variety of clerical and technical work in the City Planning Department that involves processing zoning development permits, record keeping, posting public notices, taking minutes for Planning Commission and Board of Adjustment, and providing excellent customer service.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Participates in reviewing development submittal documents; conducts research into specific issues; provides administrative and technical assistance to higher level planning staff.
2. Prepares correspondence, public notices, property notices, and presentations as assigned; performs basic research, prepares and compiles statistical reports.
3. Facilitates and manages permit applications as assigned by the Planning Director. Explains the process and requirements to prospective applicants, ensures applications are complete.
4. Assists the general public with planning, zoning and development processes; communicates development regulations and ordinance requirements to citizens and the development community; utilizes knowledge of City codes and regulations related to planning.
5. Coordinates the review of development applications with other staff and departments as necessary.
6. Prepares meeting agendas, packets and public notices for distribution to Planning Commission members, Board of Adjustment members, and others as applicable.
7. Contacts governmental units, outside agencies, builders, financial institutions, homeowners, developers and neighborhood groups as assigned by the Planning Director or City Planner.
8. Enters a variety of information into the Planning Department's computer system; generates reports and data.
9. Prepares, maintains, and updates all Planning Department project files within the development field, i.e., development application request files, permit requests, correspondence, reports, etc.
10. Assists in the computation of development fees and amounts due; collects planning fees; prepares receipt and documentation; and issues permits as assigned by the Planning Director.

ADDITIONAL RESPONSIBILITIES

1. Prepares Planning Commission & Board of Adjustment meeting minutes.
2. Supports the Mountain Pine Beetle Program by mailing letters and support materials to property owners who have infested trees that have been identified by the City

- Forester's reports. Tracking phone calls and sending 2nd notice letters. Working with City staff to take care of infested trees on City property and in the ROW.
3. Attends workshops, seminars, and schools as applicable.
 4. Other related duties as assigned.

DESIRED MINIMUM QUALIFICATIONS:

Education and Experience:

1. High school diploma or GED.
2. Two years experience in municipal-related planning or other related administrative experience.
3. Valid Colorado Drivers license.

Necessary Knowledge, Skills, and Abilities:

1. Knowledge of municipal planning and zoning including federal laws, state laws and the application of City ordinances preferred.
2. Ability to communicate effectively verbally and in writing with architects, contractors, developers, property owners, City staff, elected and appointed officials, and the general public.
3. Ability to establish effective working relationships.
4. Math skills to design and formulate calculations fees and relevant planning data.
5. Writing skills to prepare special studies, reports, letters, and minutes.
6. Working knowledge of Personal Computers and various software programs.
7. Skill in the operation of listed tools and equipment.
8. Ability to read and understand maps as they relate to land use, zoning, etc.

TOOLS AND EQUIPMENT USED

Personal computer, motor vehicle, telephone, copy machine, fax machine, calculator, and scanners.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential duties and responsibilities of this job. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential duties and responsibilities.

While performing the duties of this job, the employee is frequently required to sit and talk and hear. The employee is occasionally required to walk; use hands to finger, handle, feel, or operate objects, tools, or controls; reach with hands and arms; lift and /or move up to 20 lbs; climb or balance; stoop, kneel, crouch or crawl. Specific vision abilities required by this job include close vision and the ability to adjust focus. Hand-eye coordination is necessary to operate computers and various pieces of office equipment.

WORK ENVIRONMENT

Work is performed mostly in office settings. The noise level in the work environment is usually quiet in the office.

SELECTION GUIDELINES/ADDITIONAL INFORMATION

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

The duties listed above are intended only as illustrations of the various types of 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 a 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.

EMPLOYEE ACKNOWLEDGEMENT

I have read and understand this job description.
I also understand that this job description will be reviewed/reevaluated in one year.

Employee Signature

Date