

CITY OF HOMER
JOB DESCRIPTION AND SPECIFICATIONS

PLANNING CLERK

Department:	Administration	Sub-Department:	Planning & Zoning
Reports To:	City Planner	Backed Up By:	Planning Technicians
Supervises:	None	Backs Up:	Planning Technicians
Pay Range:	7	Classification:	Full-Time Regular
FLSA Status:	Non-Exempt	Updated:	05/07, 09/12

GENERAL FUNCTIONS

Performs a broad range of administrative, office organization and technical support within the Planning & Zoning Division. Primary day-to-day public contact person for City planning, permitting, addressing, general land use information, zoning development and other issues.

JOB FUNCTIONS AND MAJOR ACTIVITIES:

1. Provides administrative, office organization and technical support within the Planning and Zoning Division.
2. Greets public in a professional, friendly and hospitable manner to provide information about department programs, activities or events; screens calls and determines proper referral.
3. Performs routine secretarial duties for the department; composes correspondence based on general idea of content, proof reads reports and correspondence, distributes mail, copies various types of documents, bulk mailing of public notices and certified/return receipt mailings.
4. Responsible for records management for planning and zoning. Establishes and maintains files, records, and other information sources related to work; keeps files on recurring and other scheduled requirements for replies and reports. Scans, organizes and maintains documents in the appropriate electronic files.
5. Reviews and processes applications for permits; responds to inquiries from permit applications. Assists with issuing various permits as required by City Planner. Utilizes electronic permitting system and geographic information systems.

6. Prepares meeting agendas, public notices, and compiles Commission packet under direction of the City Planner. May be required to attend and take minutes of meetings and provide support as directed by City Planner.
7. Maintains the division's calendar. Meets deadlines of required duties and proactively assists others in the division in meeting deadlines of various activities.
8. Conducts research as necessary and provides administrative and technical backup assistance for zoning, permitting, addressing, and other planning and zoning functions.
9. Prepares and processes purchase orders for planning and zoning related purchases. Responsible for inventory control of planning divisions' equipment and supplies. Monitors budget expenditures using the city's financial software program and reports to City Planner.
10. Assists and helps facilitate public meetings and open houses.
11. Maintains and updates Planning Division's web page.
12. May assist with researching, documenting, and inspecting reported city zoning violations as required by City Planner.
13. Responsible for securing office equipment and maintaining office supplies for the efficient operation of the department.
14. Performs other duties as assigned by City Planner.

KNOWLEDGE, SKILLS AND ABILITIES

Four years office administration and general office organization experience with one year working in a government office environment preferred. Related college courses desirable. Ability to communicate, written or verbal, in a clear, concise and professional manner. Must be able to accomplish goals with minimum supervision and ability to establish good working relationships with department, city staff and the public. Intermediate knowledge with the use of common office equipment, personal computers and supporting software in a Windows or Windows NT based environment required. Possess strong computer skills with proficiency in a variety of word processing, spreadsheet and database applications including Geographic Information Systems, and accounting/database programs and principles. Accurate keyboarding skills required. Must be able to independently compose correspondence and transcribe minutes. Working knowledge of planning and zoning principles preferred. High School Diploma or GED required. Valid Drivers License required.

DECISION MAKING RESPONSIBILITIES/AUTHORITY

Work is performed under specific supervision of the City Planner. Must be able to use independent judgment in scheduling, completing multiple work tasks and meeting deadlines. Independent judgment may be required in handling public inquiries/problems. Activities are an infrequent source of potential liability to the City. Moderate budget authority unit level.

SUPERVISORY AUTHORITY

None.

EXTERNAL VISIBILITY/CONTACT

High frequency of contact with the public. Moderate frequency of contact with key city personnel. Low frequency of contact with key service personnel, government officials, and attendance at meetings. Tact and diplomacy in answering inquiries and complaints is essential.

WORKING CONDITIONS

Office environment, limited field work may be required. May at times be required to attend evening meetings. Low frequency of exposure to hazardous working conditions in dealing with irate and confrontational members of the public. Work involves sitting, standing and walking. May be required to lift up to 20 pounds.

I CERTIFY THAT I HAVE READ THIS JOB DESCRIPTION AND SPECIFICATON; IT HAS BEEN EXPLAINED TO ME. I UNDERSTAND AND ACCEPT THE EXPECTATIONS OF MY DUTIES AND RESPONSIBILITIES AS A CONDITION OF MY EMPLOYMENT AS STATED HEREIN.

Employee Signature _____ Date _____

City Planner Signature _____ Date _____

Personnel Director Signature _____ Date _____

City Manager Signature _____ Date _____