

City of Centerton, Arkansas

Planning Assistant

Job Description

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| Exempt: | No |
| Department: | Planning |
| Reports To: | Planning Director |
| Location: | 290 N Main Street |
| Date Prepared: | November 09, 2021 |
| Date Revised: | November 29, 2021 |
| Safety Sensitive: | No |

GENERAL DESCRIPTION OF POSITION

The Planning Assistant is responsible for assisting the Planning Director with all daily job functions necessary for a successful Centerton Planning Department.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Receive phone calls, emails, and assist walk-in persons with questions that relate to daily business such as zoning, use, submittal procedures, and provide forms.
2. General clerical and administrative duties of copying, filing, answering phone, errands, and scheduling and notification of meetings, and ordering of office supplies.
3. •Planning Submittals –
 - ◆Accept applications, fees, and submittals.
 - ◆Process Home Occupation Permits.
 - ◆Update and maintain project submittal logs.
 - ◆Create new project folders/files.
 - ◆Prepare Planning Distribution Form as necessary for each submittal.
 - ◆Distribute to appropriate departments/personnel for their review and comments.
 - ◆Prepare publications and postings of public notices as required.
 - ◆Prepare receipts and invoices for Planning fees and charges using Quickbooks or similar program.
 - ◆Assist in tracking status of projects.
4. Prepare/assist with agendas and minutes for the commission meetings and Planning Department project meetings; and setup/take down of meeting room.
5. Keep meeting attendance records and planning member contact information.
6. Prepare correspondence to engineers, developers, owners, citizens, and others as needed such as letters of approval, denial, or decision of the Planning Commission.
7. Maintain PC & BZA meeting minutes (record book, and digital files).
8. File and maintain current and completed projects.
9. File digital project Inspection Reports.

10. Prepare updates to applications, checklists, and all other forms used by the Planning Department.
11. Assist with updates to forms and information on the Planning Department web page.
12. Record documents at office of the Benton County Recorder of Deeds and Records.
13. Perform any other related duties as required or assigned.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty mentioned satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

EDUCATION AND EXPERIENCE

High school or GED, plus specialized schooling and/or on the job education in a specific skill area; e.g. data processing, clerical/administrative, equipment operation, etc, plus 12 to 18 months related experience and/or training, or equivalent combination of education and experience.

COMMUNICATION SKILLS

Ability to read and understand documents such as policy manuals, safety rules, operating and maintenance instructions, and procedure manuals; ability to write routine reports and correspondence. ability to effectively communicate information and respond to questions in person-to-person and small group situations with customers, clients, general public and other employees of the

MATHEMATICAL SKILLS

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts such as fractions, ratios, and proportions to practical situations.

CRITICAL THINKING SKILLS

Ability to utilize common sense understanding in order to carry out written, oral or diagrammed instructions. Ability to deal with problems involving several known variables in situations of a routine nature.

REQUIRED CERTIFICATES, LICENSES, REGISTRATIONS

Valid Driver's License

PREFERRED CERTIFICATES, LICENSES, REGISTRATIONS

Not indicated.

SOFTWARE SKILLS REQUIRED

Basic: Database, Spreadsheet, Word Processing/Typing

INITIATIVE AND INGENUITY

SUPERVISION RECEIVED

Under direction where a definite objective is set up and the employee plans and arranges own work, referring only unusual cases to supervisor.

PLANNING

Limited responsibility with regard to general assignments in planning time, method, manner, and/or sequence of performance of own work operations.

DECISION MAKING

Performs work operations which permit frequent opportunity for decision-making of minor importance and also frequent opportunity for decision-making of major importance; the latter of

which would affect the work operations of other employees and/or clientele to a moderate degree.

MENTAL DEMAND

Moderate mental demand. Operations requiring almost continuous attention, but work is sufficiently repetitive that a habit cycle is formed; operations requiring intermittent directed thinking to determine or select materials, equipment or operations where variable sequences may be selected by the employee.

ANALYTICAL ABILITY / PROBLEM SOLVING

Moderately repetitive. Activities with slight variation using a definite set of processes or directions with some degree of supervision. Choice of learned things in situations which conform to clearly established patterns and modes.

RESPONSIBILITY FOR WORK OF OTHERS

Responsibility for work of others: Not indicated.

RESPONSIBILITY FOR FUNDS, PROPERTY and EQUIPMENT

Regularly responsible for property where carelessness or error would result in only minor damage or minor monetary loss. Almost continuous care and attention is required when handling this property in order to prevent loss.

ACCURACY

Probable errors of internal and external scope would have a moderate effect on the operational efficiency of the organizational component concerned. Errors might possibly go undetected for a considerable period of time, thereby creating an inaccurate picture of an existing situation. Could cause further errors, losses, or embarrassment to the organization. The possibility for error is always present due to requirements of the job.

ACCOUNTABILITY

FREEDOM TO ACT

Standardized. Accepted processes covered by well-defined standardized policies and procedures with supervisory review.

ANNUAL MONETARY IMPACT

The amount of annual dollars generated based on the job's essential duties / responsibilities. Examples would include direct dollar generation, departmental budget, proper handling of organization funds, expense control, savings from new techniques or reduction in manpower.

Very small. Job creates a monetary impact for the organization up to an annual level of \$100,000.

IMPACT ON END RESULTS

Modest impact. Job has some impact on the organizations end results, but still from an indirect level. Provides assistance and support services that facilitates decision making by others.

PUBLIC CONTACT

Regular contacts with patrons, either within the office or in the field. May also involve occasional self-initiated contacts to patrons. Lack of tact and judgment may result in a limited type of problem for the organization.

EMPLOYEE CONTACT

Contacts of considerable importance within the department or office, such as those required in coordination of effort, or frequent contacts with other departments or offices, generally in normal course of performing duties. Requires tact in discussing problems and presenting data and making

recommendations, but responsibility for action and decision reverts to others.

USE OF MACHINES, EQUIPMENT AND/OR COMPUTERS

Regular use of complex machines and equipment (desktop/laptop computer and software, road and production machines and equipment, driver's license/cdl, etc.)

WORKING CONDITIONS

Somewhat disagreeable working conditions. Continuously exposed to one or two elements such as noise, intermittent standing, walking, pushing, carrying, or lifting. May involve some travel and/or work is at times, in the evening or during the night hours.

ENVIRONMENTAL CONDITIONS

The following work environment characteristics described here are representative of those an employee encounters while performing essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the functions of this job, the employee is occasionally exposed to outdoor weather conditions. The noise level in the work environment is usually moderate.

PHYSICAL ACTIVITIES

The following physical activities 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 and expectations.

Semi-repetitive, low physical. Semi-repetitive type work which requires periods of concentration for varied time cycles as prescribed by the tasks.

While performing the functions of this job, the employee is regularly required to sit, talk or hear; frequently required to use hands to finger, handle, or feel; and occasionally required to stand, walk, reach with hands and arms. The employee must occasionally lift and/or move up to 25 pounds; frequently lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision; distance vision; and color vision.

ADDITIONAL INFORMATION

Skills/Experience:

Must be highly organized, self-disciplined, motivated, and exercise good judgment to make decisions when necessary, as well as work with minimal supervision. Must possess excellent communications skills and be able to interact well with the public and fellow employees. Accuracy is a very important factor in this position.

Must possess a working knowledge of and the ability to efficiently use a computer, copier /fax machine and multi-line phone system. Knowledge of Microsoft Office Suite essential. Must be able to accurately and clearly generate written documents, and verbal communication.

Education and/or Experience:

High school diploma or equivalent is required. Minimum of 3 years' experience in clerical work preferred. Must possess good office, phone, written, and email etiquette. Experience in planning/engineering/real estate or related field is preferred, but not required. Additional education in business administration, office management, administrative principles, and bookkeeping is beneficial.

Work Environment:

Occasional high stress, heavy workload, deadlines, fast pace.

