

PLANNING SECRETARY

DEFINITION

Under the general guidance and direction of the Director of Planning & Economic Development or his/her designee, this, Secretary performs a wide variety of technical and administrative duties in support of the daily operations of the Planning Department.

DISTINGUISHING FEATURES

Positions in this classification are distinguished by responsibility for the broad range of technical and administrative support in the Planning Department.

DUTIES

Essential and other important responsibilities and duties may include, but are not limited to, the following:

Record, draft and index minutes for all Planning Commission meetings. Act as sound technician at meetings, when necessary

Compile, type and distribute agendas for the Planning Commission.

Types finished copy from rough draft, marginal notes, recordings, or verbal instructions.

Compiles reports requiring general knowledge of functions and procedures of a particular office.

Gathers information for the public or for department use.

Performs a variety of clerical tasks including:

- Compiling, tabulating, checking statistical data.
- Maintaining files, cards, mailing and other lists.
- Completing form letters.

As assigned, answer phones, route calls and take messages.

SPECIAL REQUIREMENTS

While performing the duties of this job, the employee is frequently required to walk, sit, talk, and hear. The employee is required to use hands to finger, handle, feel or operate objects, tools or controls; and reach with hands and arms. The employee is occasionally required to climb or balance, stoop, kneel, crouch, or crawl. The employee is required to perform simple grasping and fine manipulation and to sit for long periods.

Possession of a valid driver's license.

Must live within 35-mile radius of City Hall.

KNOWLEDGE AND SKILLS

Knowledge of:

- Correct English usage, spelling, grammar and punctuation.
- Modern office practices, procedures and equipment.
- Basic mathematical computations.
- Modern filing and indexing methods.
- Sound and video recording systems.

Ability to:

- Take thorough and comprehensive notes.
- Perform clerical work involving the use of independent judgement.
- Learn, interpret and apply pertinent subject matter, procedures, precedents and policies.
- Understand and carry out oral and written directions without close supervision.
- Type at a minimum speed of 40 WPM.
- Establish and maintain cooperative working relationships with those contacted in the course of work.
- Deal tactfully and courteously with the public.
- Study, analyze and interpret data.
- Communicate clearly, both orally and in writing.
- Prepare complete, clear and concise reports.
- Work independently on tasks requiring initiative.

EDUCATION AND EXPERIENCE

Any combination of training and experience, which is likely to provide the required knowledge and skill, is acceptable.

Typically, this includes:

- Education equivalent to graduation from high school. Training and/or experience with personal computers and Microsoft Software (specifically Word and Excel).

AND

- Minimum three years progressively responsible clerical work involving frequent contact with the public.