



TITLE: Planning Assistant
PG: GN
DEPARTMENT: Planning
REPORTS TO: Assistant City Planner
REVISION DATE: JULY 2023

PURPOSE OF POSITION:

Performs limited professional work in the handling of a variety of assignments in the planning office.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

1. Effectively communicates with the public and staff by telephone and other electronic communications including taking phone calls, routing calls and responding to emails, texts and other communication modes.
2. Assists the public with department related business and responds to inquiries regarding planning activities and requirements and answers questions about the planning processes, project status, etc.
3. Assists with the research and development of current, long-range and/or other planning activities; assists the Zoning Enforcement Officer with land use, zoning and code violations case reviews.
4. Assists the Planning Technician/Zoning Enforcement Officer with sign permit reviews.
5. Assists the Assistant City Planner and City Planner and staff with preparing reports and drafting correspondence; provides clerical and administrative support; prepares, organizes and maintains detailed records and files, graphics and databases and prepares and maintains various planning maps, including electronic files and encodes data or other information into the permit/application software program.
6. Assists the Administrative Assistant with general administrative tasks including proof-reading.
7. Attends staff meetings.
8. Assists in preparing minutes of meetings, preparing agenda materials, legal ads and public-notice mailings and postings for the Planning Commission, Board of Zoning Appeals, Historic Commission and City Council, and preparing monthly, quarterly and annual reports and posting information on the city's web site.
9. Operates office equipment including phones, personal computers, copiers, plotters/printers, postal machines.
10. Delivers documents, including for recording plats, and travels to purchase supplies, etc.
11. Reviews and approves Business License applications for compliance with zoning regulations.
12. Performs other duties as assigned.

MINIMUM QUALIFICATIONS:

- Associate's degree in business, liberal arts, or engineering or closely related field.
- One (1) year work experience in an administrative related professional position.
- Must have a valid driver's license.

KNOWLEDGE, SKILLS AND ABILITIES:

- General knowledge of the principles and practices of local government.
- General knowledge of current literature and recent developments in the field of local government.
- Knowledge of standard office practices, procedures, use of equipment and office management techniques and software.
- Knowledge of business English, spelling and arithmetic and the ability to understand and effectively carry out verbal and written instructions, communicate effectively in both written and verbal form and to perform routine office management activities without referral to the supervisor.
- Knowledge of general administrative policies and practices of the organization and functions of the department and the ability to communicate effectively with other members of the staff, supervisors, and the public and to establish and maintain effective working relationships with professional colleagues, employees and representatives of other public agencies courteously and tactfully.

- Ability to establish and maintain effective working relationships with contractors, general public and other employees courteously and tactfully.
- Ability to analyze and systematically compile technical and statistical information and to prepare technical reports and maintain databases.
- Ability to prepare and present technical information clearly to lay-groups and the public.
- Must have ability to prepare work accurately with attention to detail and to maintain concise records and reports and to organize and exhibit time management skills needed to meet deadlines.
- Ability to prepare general maps, accurately interpret maps and plans.
- Ability to maintain confidentiality and to use sound discretion related to business decisions and managing files and reports, within the provision of open records law and other applicable State and Federal Statutes and Regulations.
- Ability to communicate effectively, both orally and with written material, with other staff members, supervisors, and the public, and to follow written and oral instructions, and prepare general correspondence.
- Ability to develop, interpret and implement local policies and procedures; written instructions, general correspondence; Federal, State, and local regulations and to identify problems, and deal with a variety of situations.
- Ability to think quickly, maintain self-control, and adapt to stressful situations.
- Ability to work the allocated hours of the position.
- Ability to operate office equipment and vehicles, keep office records and to prepare accurate reports from file sources, both electronic and paper files.
- Ability to perform and organize work independently.

PHYSICAL REQUIREMENTS:

This is light work requiring the exertion of up to 20 pounds of force occasionally, up to 10 pounds of force frequently, and a negligible amount of force constantly to move objects; work requires climbing, balancing, reaching, walking, fingering, grasping, and repetitive motions. Vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, use of measuring devices, operation of motor vehicles or equipment, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is subject to inside and outside environmental conditions.

WORK ENVIRONMENT:

Work is mostly performed in an office setting, in generally comfortable conditions (68-80 degrees). When at a job site out of the office, the employee is subject to outside environmental conditions including extreme cold, extreme heat, noise, vibration, hazards, atmospheric conditions, dust/dirt, grease/oils, paint fumes, moving parts of construction machinery.

The City of Gallatin is a drug-free equal opportunity employer, with policies of non-discrimination on the basis of race, sex, religion, color, national or ethnic origin, age, disability, military service, or political affiliation.

In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.