#

**CODES DEPARTMENT**

# POSITION DESCRIPTION – CITY PLANNING ASSISTANT

## DEFINITION

(FULL-TIME, NON-EXEMPT).  The City of Spring Hill is seeking an employee to provide support to the Planning Director with planning activities and the development review process.  He or she will also be responsible for administrative functions within the department.  The planning assistant will also process and track maintenance and performance bonds and application data.

## EQUIPMENT/JOB LOCATION/PHYSICAL DEMANDS

This position requires the use of various office equipment including but not limited to a personal computer (word processing, spreadsheet generation); 10-key calculator, telephone, facsimile machine, copy machine, postage machine, etc.

While performing this job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to walk, stand, climb, balance, stoop, kneel, crouch or crawl. The employee must also frequently use hands to operate, finger, handle, or feel objects, tools or controls, and reach with hands and arms. The employee must occasionally lift and/or move up to 35 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus. Work is performed indoors in a comfortable, climate controlled office environment. The noise level is low with a moderate paced schedule that requires interaction with the general public.

*The physical demands 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.*

## ESSENTIAL FUNCTIONS OF THE JOB

*The duties listed below 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, repeated or a logical assignment to this class.*

* *Accept applications for development, enter data into a computer, and* check commercial and residential development plans to determine compliance with land use and zoning requirements.
* May review or assist in the review of moderately difficult development proposals and site plans for conformance with codes, plans, and regulations.
* May prepare and present detailed reports on development proposals to government bodies and boards.
* Collects a variety of statistical data and prepares reports and maps on topics such as census information and land use.
* Evaluates or assists in the evaluation of rezonings, ordinance amendments, site plans, special use permits, variances and other proposals.
* Assist at the public counter and via phone to provide information including development regulations and answer questions both orally and over the phone.
* Conducts field evaluations and assessments, retrieves notice signs, takes pictures of sites.
* Responds to inquiries from employees, citizens, and others and refers, when necessary, to appropriate persons.
* Composes, types and edits a variety of correspondence, reports, memoranda, notes, meeting minutes, agenda, and other material requiring judgment as to content, accuracy, and completeness.
* Processes and tracks maintenance and performance bonds for public improvements required by the Planning Commission.
* Prepares planning and zoning related resolutions and ordinances for Planning Commission and Board of Mayor and Aldermen.
* May establish and maintain filing and record-keeping systems, including day-to-day filing of office paperwork.
* Duplicates and distributes materials, including public notices, meeting agendas, meeting minutes, and agenda packets.
* Performs other duties as assigned.

**REQUIRED KNOWLEDGE AND ABILITIES**

• Knowledge of the principles and practices of planning.

• Oral communication and interpersonal skills to explain rules and procedures clearly to the public.

• Knowledge of principles and practices of research and data collection.

• Excellent report writing and public speaking skills are essential, as is the demonstrated ability to work on multiple projects, tasks, or events simultaneously. • Creative problem-solving skills.

• Ability to review plans and apply provisions of the ordinances and codes to determine compliance with such regulations and to apply regulations to field conditions.

• Ability to create graphic designs, development strategies, and render site plans via sketches and/or computer graphics highly desirable.

• Ability to work independently or in a team environment as needed.

• Ability to work with a variety of people, including employees and the public.

• Ability to observe and follow oral and written instructions.

• Ability to respond to inquiries from the public and members of the business community both effectively and professionally, while providing excellence in customer service.

• Working knowledge of modern office practices and procedures.

• Knowledge of computer hardware and software programs, which may include Microsoft Office, Internet applications, Adobe Professional and GIS.

• Ability to deal effectively with the public in frequent stressful situations.

• Ability to analyze and administer department policies and procedures.

• Ability to read and interpret simple plans and maps, including tax maps.

## QUALIFICATIONS

High School Diploma or GED required.

Bachelor’s Degree in planning, geography, public administration, or similar field preferred.

Experience in land use/municipal planning preferred.

Background in site plan preparation or review preferred.

Knowledge of GIS or Arc Map 10 preferred.

Development plan, planning and zoning maps experience preferred.

**ANNUAL WAGE RANGE**: $31,275.51-$46,913.26

Applications/resumes MUST be submitted online at: [www.springhilltn.org/Jobs.aspx](http://www.springhilltn.org/Jobs.aspx)

NO PHONE CALLS PLEASE.

Applications will be considered on basis of qualifications, experience, and suitability for position without regards to race, color, religion, sex or national origin. The City of Spring Hill is an EEO/AA/Title VI Employer. Minorities and Women are encouraged to apply.