
PLANNING, ZONING & ENVIRONMENTAL ASSISTANT

Rev 10/17

Department: Planning & Zoning/Environmental Health Department
Reports To: Planning & Zoning/Environmental Health Director

Position Summary

Under the supervision of the Planning & Zoning Director, the Part-Time Assistant is a non-exempt position under the FLSA that performs a wide variety of office and clerical duties in the Planning/Zoning Departments. The employee in this position is frequently expected to act independently in answering citizen inquiries, typing correspondence, preparing billings, scheduling appointments, recording various documentation, and maintaining the office in good working order. Work is performed under the general guidance of the department head.

Essential Functions

- * Collects and sorts mail and does daily postage and mailings;
- * Types and files correspondence;
- * Answers the telephone and assists clients;
- * Uses Marion County public website to find homeowner information and prepares new files;
- * Prepares list of owners of record requiring notice and mailings;
- * Collects and processes application fees, prepares and mails invoices, makes deposits as required;
- * Prepares application case files for Planning Commission member briefings;
- * Prepares and mails Planning Commission's monthly packets;
- * Contacts Planning Commission members concerning meetings and appointments;
- * Prepares minutes and resolutions from Planning Commission meetings;
- * Prepares zoning permits, maintains appropriate records and mails correspondence;
- * Prepares graphics, maps and charts for the public;
- * Prepares water analysis and real estate inspection reports, maintains appropriate records and mails correspondence;
- * Schedules appointments;
- * Monitors office supplies and orders supplies when necessary;
- * Attends seminars and meetings and training as deemed necessary;
- * Collects money;

Marginal Functions

- * Other related duties as deemed necessary or as assigned.

Plan/Zone Assistant Cont.

Minimum Position Requirements

Experience: One to three years of clerical experience is required. One to three years in the planning and zoning field is preferred. Employee is expected to have acquired the necessary information and skills to perform the job reasonably well after six months in the position.

Education: Technical degree or some college level education, or equivalent combination of experience and training. College degree preferred, with course work in planning and zoning or related field. Previous experience and/or training involving floodplain management is preferred but not required.

Skills: Considerable knowledge of report preparation, accounting principles and practices and office procedures and policies. The ability to receive, interpret and follow instructions. Mathematical and map interpretation skills. The ability to present statistical data, facts, conclusions and recommendations clearly and effectively, orally and in written and graphic form. Knowledge of modern methods and techniques, statistics, including GIS, and technical writing standards applicable to planning studies. Basic knowledge of principles of surveying, building construction, hydrology and hydraulics. Ability to establish and maintain effective working relationships with public, other employees, planning and zoning boards, board of appeals and the Board of County Commissioners. The ability to operate lab equipment, field testing equipment, typewriter, computer and other related office equipment. Requires a valid Kansas driver's license.

Problem Solving: Problem solving includes dealing with property records, obtaining necessary information from clients and responding to zoning and environmental health questions.

Decision Making: Decision making is a factor in this position. Decisions include interpretation of planning and zoning and environmental health problems and solutions.

Accountability: Employee is obligated to account for its activities, accept responsibility for them, and to disclose the results in a transparent manner. It also includes the responsibility for money or other entrusted property.

Supervision: Occasional supervision is provided by the department head.

Personal Relations: Frequent contact with other county and state departments and continual contact with the general public.

Working Conditions: Possible adverse working conditions exist in this position when working in the field. Possible exposure to chemical and biological hazards.

Physical Requirements: Some physical activity including lifting, bending, pushing and walking over rough terrain. Must possess eye/hand/foot coordination sufficient to drive vehicle, perform field explorations and operate office equipment. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.

Personal Relations: Continued contact with other county departments and with the general public, including written, on the telephone, and in person.