

POSITION DESCRIPTION

Position Title: Planning Assistant
Department: Planning & Community Development
Division: Planning
Retirement: KPERS
FLSA: Non-Exempt
Effective Date: March 18, 2025

GENERAL PURPOSE

Provides administrative and technical support in the oversight of multiple programs to include planning, zoning and community development. Assists with permit reviews and planning research; provides basic zoning information and planning assistance to the general public, developers, private consultants and other outside public agencies.

SUPERVISION RECEIVED

Works under the supervision of the Associate Planner. The individual in this position usually receives only generalized instructions and is frequently required to make independent work decisions.

SUPERVISION EXERCISED

Assists with the training of the administrative clerk position.

ESSENTIAL DUTIES AND RESPONSIBILITIES

(Duties listed below do not include all tasks which may be performed)

- Serves as the first point of contact with citizens seeking information regarding departmental programs. Responsible to handle citizen inquires with tact and confidentiality.
- Provides architects, engineers, attorneys, developers and the general public with information and assistance regarding City planning, zoning and development procedures and processes. Answers inquiries and provides information and assistance to builders, homeowners and the public concerning planning and zoning related questions and regulations.
- Responds to inquiries, both orally and in writing, regarding planning policies and procedures, state laws and local ordinances. Interprets and applies applicable state and local codes, ordinances and regulations.
- Evaluates and assists with initial review of a variety of applications, permits, variances, plans and proposals for completeness in accordance with adopted rules and regulations, ensuring all conditions and requirements are met.
- Receives plans from developers, engineers, architects, etc. and ensures that sufficient copies are delivered to other staff as appropriate.
- Prepares, mails and publishes all legal notices for planning projects in accordance with State statute.
- Responsible for grant reporting and record keeping requirements.
- Responsible for purchasing supplies, processing purchase orders and other general administrative/support duties. Initiates, processes and verifies all purchases made by department, to include requisitions and payments to contractors.
- Responsible for maintaining and updating all departmental paper and electronic files and records in keeping with federal, state and local regulations. Uses file information for report generation.
- Performs initial intake on zoning applications and other permits administered by the department and processes in a timely manner. This includes establishing checklists, monitoring, retrieving, maintaining and tracking all files and permits according to departmental needs, state statutes, granting agency requirements and local policies.

- Provides data to department staff for various electronic report writing. Prepares initial reports to the extent file documentation permits, provides drafts to appropriate person to review and adjust or complete (indicates any missing information, or research objectives needed to complete the report).
- Performs data entry/word processing to accurately record and distribute all departmental correspondence.
- Prepares accurate, grammatically correct correspondence and reports, including graphics, photo layouts, title pages and creative print formats.
- Scans and archives documents and maintains the department's website information.
- Researches, compiles and obtains data for use in the completion of required reports; prepares and submits reports to granting agencies.
- Creates an appointment calendar from various sources. Reminds department staff of commitments.
- Coordinates and schedules for Planning Commission and other board meetings; prepares, publishes and distributes agendas accordingly.
- Takes accurate minutes at several evening meetings a month and transcribes them in a timely manner.
- Directs correspondence to the developer regarding planning comments or DRC meeting information to indicate any concerns as determined by the various departments.
- Coordinates planning activities with other departments, state, county and federal agencies.
- Works closely with the Public Works Department and other City Departments as needed.

PERIPHERAL DUTIES

- Represents the department at local meetings as requested.
- May serve as a division representative on various employee committees, as assigned.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

- Principles and practices of municipal planning, including pertinent federal, state and local statutes, laws and rules.
- Paper and electronic file systems and the support such systems provide to the administrative staff.
- Proper and accurate business English, spelling and business math.
- Word processing and data entry programs, mapping software, Kansas and US grant programs, especially historic preservation, tourism & attractions, environmental issues, specialized planning and survey grant programs.
- Building construction (as it relates to rehabilitation and redevelopment work), inspection processes, construction and project time management.

Skill and Ability to:

- Comprehend and adhere to mandatory file and report directives of the department, federal regulations, state statutes and local policies; Maintain strict confidentiality.
- Analyze situations and develop reasonable course of action; analyze and interpret data, policies, procedures, codes and ordinances.
- Compile, review and evaluate data; organize materials and present information clearly and concisely in verbal and written form.
- Work in a centralized office, maintaining a high level of accuracy and efficiency with numerous interruptions; work independently; prioritize work; and manage multiple responsibilities.
- Operate and maintain office, data processing and copier equipment.
- Establish and maintain effective working relationships with the general public, contractors, agency representatives, citizen advisory boards, departmental personnel and City employees.
- Understand the importance of public relations, interpersonal and organizational skills; deal tactfully and professionally with the public and others.
- Transcribe from a digital recording, handwritten, e-mail and a variety of drafts.

MINIMUM QUALIFICATIONS

- High school graduate or equivalent.
- One year of experience working in a local or regional planning office; AND
- Two years of experience in implementing and maintaining manual filing systems; OR
- Three years of broad administrative experience in a business, professional or governmental office.
- Possess a valid driver’s license at time of application (and maintain for duration of employment) and meet insurability standards under fleet insurance policy.

DESIRABLE QUALIFICATIONS

- College courses towards a Bachelor’s degree in urban, regional or public planning or related field.
- Experience in the administration of state and federal grants.
- Ability to speak clearly to individuals and small groups with a thorough understanding of the department’s mission, duties and responsibilities.

TOOLS AND EQUIPMENT USED

Personal computer, including word processing, spreadsheet and data base software; printer; 10-key calculator; copy and fax machine; electronic maps; scanner; typewriter; and multi-line telephone system.

PHYSICAL DEMANDS

The physical demands described hereafter 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 them.

The employee is regularly required to sit, stand, walk, talk, hear, see, use hands and feet, feel objects such as office equipment and files and reach for materials at a customary height. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

WORK ENVIRONMENT

The following work environment is representative of the employee's station during the conduct of almost all of the functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

The employee will generally work in a protected office. The noise level in the office is generally quiet. The incumbent may, on occasion, be required to work in and out of the weather to perform field checks of ongoing projects.

SELECTION GUIDELINES

Formal application and review of qualifications, education and experiences; testing which may include: written and/or practical examination, oral interview; final selection; reference check; background investigation; and post-offer medical examination to include a drug screen.

The duties listed above are intended only as illustrations of the various types of work that must be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment of the position.

The position description does not constitute an employment contract, should job requirements change.

APPROVAL AUTHORITY:

Department Head

Date

HR Director

Date