

JOB DESCRIPTION

PLANNING AND ZONING ADMINISTRATIVE ASSISTANT

General Purpose

Working under the Planning and Zoning Administrator, enforcing the Unified Land Use Code to ensure code regulations are met as well as the posting of zoning permits.

Essential Duties and Responsibilities

1. Assists the Zoning Administrator in clerical duties relating to enforcement
1. Actions and subsequent follow up.
2. Coordination of documents, letters or response for Subdivision and Land Development Plans.
3. Assists in the preparation of Planning and Zoning Meetings
4. Provides written and oral information to citizens regarding planning issues as required.
5. The posting of zoning permits as well as enforcement flyers on subject property

Education and Experience

1. Any equivalent combination of related education and experience.
2. necessary Knowledge, Skills and Abilities
3. Working knowledge of the principles of zoning and planning including enforcement.
4. Working knowledge of personal computers and programs including Microsoft Office and Email and internet.
5. Ability to communicate orally and in writing with residents, contractors, and consultants.
Familiar with the Camden County area.

Special Requirements

A valid State Driver's License or ability to obtain one.

Physical Demands

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. Work is performed mostly in office settings. Some outdoor work is required in the inspection of various land use developments and construction sites. Hand-eye coordination is necessary to operate computers and various pieces of office equipment. While performing the duties of this job, the employee is occasionally required to stand or sit; walk; use hands to handle, feel or operate objects, tools or controls; and reach with hands or arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch or crawl; talk or hear. The employee must occasionally lift and/or move up to 30 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 work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. While performing the duties of this job, the employee occasionally works in outside weather conditions. The employee is occasionally exposed to various types of Missouri weather. The noise level in the work environment is usually quiet in the office, and moderate in the field.

Selection Guidelines

Formal application, rating of education and experience; oral interview and reference check the duties listed above 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, related or logical assignment to the position. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.