



Planning and Development Clerk

SALARY RANGE

\$35,000 - \$40,000 Annually

Opening Date: September 15, 2017

Closing Date: October 6, 2017

Town of Carefree
September 2017

SUMMARY:

Reporting to the Planning Director, the Planning and Development Clerk is the face of the Planning and Building Departments. The Clerk devotes a significant amount of time on routine administrative tasks and often works closely with the public to provide customer service on planning and development issues. Employee will perform work requiring clerical skills, public relations, research, records management and be able to work with minimum supervision. The position is also responsible for setting up and taking the minutes of the Planning Commission and related meetings.

MINIMUM QUALIFICATIONS:

Education and Experience:

A High School diploma is required. Some college course work is desirable. Degree preferred. Must have a minimum of four years of experience in an administrative or similar staff support function. Knowledge of zoning regulations, general land use development, building codes and manual and electronic record keeping is highly desirable. A valid driver's license is required.

Knowledge, Skills and Abilities Knowledge of:

- Excellent organizational skills with attention to detail and accuracy.
- Proper business English, grammar, spelling and basic arithmetic.
- Modern office practices, procedures and equipment.
- Strong interpersonal and communication skills with a positive manner to staff and general public.
- Ability to cope with a considerable volume of detailed work and adapt to interruptions in work flow.
- Municipal methods and functions at the executive level.
- Town rules, regulations, policies and procedures.
- Rules of formatting correspondence and reports.
- Microsoft Windows Office products.

Ability to:

- Comprehend, analyze and act on written material and verbal/or written instructions.
- Learn, follow and explain Town ordinances, code enforcement and zoning regulations.
- Prioritize work, manage time, and produce requested work within required time limits while attending to considerable detail and follow up.
- Learn and follow legal requirements of public notice posting.
- Learn and use planning and building processes and terminology.
- Make basic mathematical calculations.
- Listen, communicate and work effectively with a diverse group of people.
- Proficiently perform computerized word processing, comprehension, summarizing and writing/editing.
- Attend evening meetings as needed, a minimum of one per month, and take meeting minutes.
- Establish and maintain effective working relationships with Town staff, Town Council, Planning Commission members, outside agencies and the general public.

ESSENTIAL FUNCTIONS:

The following duties and responsibilities of this position may include, but are not limited to, any combination of the following tasks:

- Researches and responds to citizen requests in person or by phone in accordance with Town policies and regulations.
- Receives, processes, and responds to Zoning, Building and Rights-of-way Improvement inquires and permits.
- Provides assistance with greeting visitors, screening and responding to incoming mail, e-mails, telephone calls, and routes to appropriate department.
- Composes written documents and correspondence with the highest quality requiring independent judgment in handling format, procedure and context.
- Responds to sensitive requests for information that may involve confidential matters.
- Establishes electronic and hard copy files of case reports; updates and maintains planning and zoning database records system.
- Prepares and logs case report files, stipulation documents, legal notices, 500 foot notice, agendas, ordinances and General Plan amendments.
- Reviews documents for clarity, conciseness, accuracy and completeness.
- Coordinates graphic requirements and property owner mailing lists for each planning case.
- Prepares, assembles and distributes copies of case reports to Town Council, Planning Commission, Development Review Board, Board of Adjustment and Town staff.
- Drafts and submits legal notices to newspapers, produces site postings and ensures postings are completed within required legal time frame.
- Assigns hearing dates and sets up public meeting and hearing agendas.
- Notifies applicants, property owners, homeowners associations, and other entities of hearing dates, times, locations and posts copies of hearing agendas within legal time frame.

- Purges approved/closed case files.
- Prepares and maintains case files and minutes for public access.
- Attends boards or commission meetings. Serves as staff contact to board/commission members.
- Assigns/changes/updates and maintains address database for the Town.
- Responds to complaints and inquiries/requests for information.
- Performs other duties as assigned.

WORK ENVIRONMENT/PHYSICAL DEMANDS:

To successfully perform the essential functions of this position the following descriptions represents the typical physical demands and work environment that must be met by an employee.

- Most work is performed in a normal office environment.
- Lift and carry materials weighing up to 20 pounds.
- While performing the duties, employee is frequently required to stand, sit, walk, talk, listen, use hands, handle, operate objects, tools or controls and reach with hands and arms.
- Operate a variety of standard office equipment including a computer terminal, telephone, calculator and copy and fax machine requiring continuous and repetitive arm, hand and eye movement.
- Travel to/from meetings and various Town locations.
- Work evenings to attend commission meetings.

Submission requirements are available at www.carefree.org or by calling Carefree Town Hall at 480-488-3686.

This 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 position change.