

Title: Planning Department Assistant/Code Enforcement

Reports To: Township Supervisor

Positions Supervised: None

Employment Status: Non – Exempt

BROAD STATEMENT OF RESPONSIBILITIES:

Responsible for assisting in administration of Planning Department to ensure smooth operations by providing various clerical and administrative support. Responsible for Code Enforcement as needed by Township (Currently a part time position working approximately 21 hours per week.)

SPECIFIC DUTIES AND RESPONSIBILITIES:

1. Prepares notices and materials in advance for periodic Board of Appeals and Planning Commission meetings; attends meetings and serves as recording secretary; transcribes meeting minutes and prepares for review by Planning Commission President; incorporates changes as necessary.
2. Assists citizens, representatives from various professional organizations, and other interested parties regarding planning/zoning related matters; provides positive first impression to visitors to the Department and the Township.
3. Receives telephone inquiries in a courteous manner; researches matter and responds to inquiries as appropriate; refers inquires to Township Supervisor or other departments as necessary.
4. Prepares correspondence, maintains various Planning Department files, and performs other administrative duties for Township Supervisor; coordinates meetings of Planning Department/Township Supervisor/Others for site plan reviews.
5. Responds to complaints of ordinance violations at the direction of the Township Supervisor and takes appropriate action.
6. Performs other duties and special projects as requested to facilitate efficient operations of the Department.

KNOWLEDGE, SKILLS & ABILITIES:

1. High school diploma and minimum one year experience in clerical/administrative functions. Planning degree, training, or experience desirable.
2. Responsible person with professional attitude and communication skills to deal effectively with residents and visitors to the Planning Department and the Township offices.
3. Ability to organize and schedule assigned work to meet established deadlines in an environment where interruptions may occur frequently; ability to comprehend, interpret and process detailed/complex information.
4. Proficiency with computer to process correspondence and update project status files and records.
5. Lifting boxes of office supplies, building plans, files, records and other department materials weighing minimum 10 pounds to waist-high level; manual dexterity and ability to sit and operate a computer for extended periods.

The above is intended to describe the general content of and requirements for the performance of the position. It is not to be construed as an exhaustive statement of duties, responsibilities or requirements for the position.