

Jefferson County, West Virginia Planning Clerk - Job Description

Position Title:	Planning Clerk (Planning)	Grade Level:	III
Department	Office of Engineering, Planning & Zoning	Date:	July 1, 2016 Rev: 01/09/23
Reports to:	Deputy Director	FLSA Status	Non-Exempt

Statement of Duties: The employee performs administrative support including research and data collection; as well as provides clerical services in support of the daily operations of the Office of Planning within the Department of Engineering, Planning and Zoning Department. Employee is required to perform all similar or related duties as assigned.

Supervision Required: Under general supervision of the Chief County Planner, the employee is familiar with the work routine and uses initiative in carrying out recurring assignments independently with specific instruction. The Chief County Planner provides instruction for new or unusual assignments. Unusual situations are referred to the Chief County Planner for advice and further instructions. The Chief County Planner reviews work to remain aware of progress, work methods, and technical accuracy. In many cases, the work is self-checking, for example, managing Planning Commission applications and preparing draft meeting documents including agendas, staff reports, and meeting minutes.

Supervisory Responsibility: Employee, as a regular continuing part of the job, does not regularly supervise other employees.

Confidentiality: Employee has access to some confidential information obtained during performance of essential functions, where the effect of any disclosure would probably be negligible or where the full significance of the overall confidential matter would not be apparent in the work performed.

Accountability: Consequences of errors, missed deadlines or poor judgment may include time loss, adverse public relations, monetary loss, labor/material loss, jeopardize programs and legal repercussions.

Judgment: Numerous standardized practices, procedures, or general instructions govern the work and in some cases, may require additional interpretation. Judgment is needed to locate, select, and apply the most pertinent practice, procedure, regulation or guideline.

Complexity: The work consists of a variety of duties which generally follow standardized practices, procedures, regulations or guidelines. The sequence of work and/or the procedures followed vary according to the nature of the transaction and/or the information involved, or sought, in a particular situation.

Work Environment: Typical indoor environment/office setting. Noise or physical surroundings may be distracting, but conditions are generally not unpleasant. Employee will be required to work beyond normal business hours to attend evening meetings.

Nature and Purpose of Personal Contact: Relationships are primarily with co-workers and the public involving frequent explanation, discussion or interpretation of practices, procedures, regulations or guidelines in order to render service, plan or coordinate work efforts, or resolve operating problems. Other regular contacts are with service recipients and employees of outside organizations such as vendors, banks and/or developers/ contractors. More than ordinary courtesy, tact, and diplomacy may be required to resolve complaints or deal with uncooperative or uninformed persons. Employee may furnish news media with routine information such as meeting agendas, press releases or departmental procedures.

Occupational Risk: Duties of the job present little potential for injury. Risk exposure is similar to that found in typical office settings.

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Essential Functions:

The essential functions or duties listed below are intended only as illustrations of the various type 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 a logical assignment to the position.

1. Assist with administrative functions in support of the Office of Planning and Zoning including research and data gathering through the utilization and management of an online content management program (MyPermitNow) and an excel database.
2. Support the Chief County Planner by conducting data collection and analysis functions for planning related projects, as well as managing project deadlines. Strong time management skills is critical.
3. Prepare Planning Commission documents including meeting agendas and staff reports. Additional duties include preparing correspondence with the public as well as developers (e.g. land surveyors, engineers, and consultants). Additional duties include assembling and distributing agenda packets, attending at least one evening meeting a month, and additional evening meetings as needed.
4. Provide Clerical support to the Planning Commission in the capacity of Recording Secretary, with duties to include but not limited to attending evening meetings, setting up meeting room, managing audio/video recordings of meetings, managing virtual meeting room (e.g. ZOOM meetings), take meeting notes and draft meeting minutes.
5. Prepare Legal Advertisements for each Planning Commission project file in accordance with State Law, Subdivision Regulations, and/or policy standards; prepare and post Notice of Public Hearings to County's website, distribute through the County's email alerts system, and send to additional Governmental Agencies as needed.
6. Serve as the primary customer service personnel interacting with members of the public, applicants, and customers addressing questions concerning the Subdivision Regulations and Zoning Ordinance, as well as managing application submissions and review workflow.
7. Accept and process new application data into a digital content management software program (including fee collection); and manage resubmittals of applications into content management system.
8. Manage digital workflow including distribution of project data and tasks to pertinent review staff, collection of review comments, and generation of summary review reports for distribution to applicants within prescribed time frames.
9. Provide primary telephone coverage and public inquiries, referring calls to professional staff as necessary.
10. Produce accurate and complete documents to the Chief County Planner to review and approve. Proof-read documents to identify grammar and spelling errors.
11. Complete professional development training to improve skills.
12. Willingness to cross-train as a temporary fill-in for other positions in the office when deemed necessary by the Deputy Director, the Chief County Planner, and/or the Office Manager.
13. Willingness to take on additional duties as needed in support of Departmental and County goals and objectives.

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Recommended Minimum Qualifications:

Education and Experience: High School degree with one to three (1-3) years related work experience; or any equivalent combination of education, training and experience which provides the required knowledge, skills and abilities to perform the essential functions of the job.

Special Requirements: Driver's license may be required.

Knowledge, Abilities and Skill

Knowledge: Common policies, practices and procedures of the department and office operations; laws and regulations pertinent to position functions.

Abilities: Use good judgment and decision making abilities, prioritize tasks and work independently with minimum supervision, and follow established office policies. Ability to communicate professionally with people of diverse backgrounds and levels of education is required.

Skills: Proficiency in utilizing Microsoft Office Programs including Word, Outlook Email, Excel, and PowerPoint. Proficiency in Adobe Pro (e.g. ability to prepare and assemble PDF documents). Basic computer literacy, including working knowledge of how to navigate the World Wide Web and strong typing skills. Must possess strong written and verbal communication skills; strong organizational skills including record keeping and time management; and effective customer service skills.

Physical and Mental Requirements

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. Reasonable accommodations may be made to enable individuals with disabilities to perform the position's essential functions.

Physical Demands: Little or no physical demands are required to perform the work. Work effort principally involves sitting to perform work tasks, with intermittent periods of stooping, walking, and standing. There may also be some occasional lifting of objects such as books, office equipment and computer paper (up to 30lbs).

Motor Skills: Duties are largely mental rather than physical, but the job may occasionally require minimal motor skills for activities such as moving objects, operating a telephone system, computer and/or most other office equipment, typing and/or word processing, filing, and sorting.

Visual Demands: Visual demands require the employee to constantly read documents for general understanding and for analytical purposes.