



PLANNING ASSISTANT FULL-TIME NON-EXEMPT

A. GENERAL PURPOSE

Under general supervision of the Senior Planner, the Planning Assistant performs administrative work in the field of planning and development services. Duties involve processing development application submittals, facilitating use of My Permit Now, assisting with coordination of development applications, organizing and coordinating meetings with City staff, the public, and developers, performing reviews of site plans and plats, attend various Boards and Commission meetings, taking minutes for the City's Transportation Committee and other committees as assigned, providing general administrative support to the Public Works and Development Department, and other duties as may be assigned.

B. ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Evaluates a variety of applications and proposals for administrative completeness; maintains appropriate logs of plan applications processed.
2. Coordinates the development application process, including oversight of application and plan submittals, fee assessment and payment, processing plan review and comment transmittals, and issuance of permits and other approval correspondence as appropriate.
3. Coordinates and attends pre-submittal and technical review meetings for development projects.
4. Monitors and ensures timely processing of applications, plans, and permits; manages and coordinates the routing and tracking of plans to various departments and outside consultants for required reviews and approvals; performs follow-up phone calls to ensure timeliness of responses from city staff, consultants and applicants.
5. Provides case management of complex land development applications; confers with project owners and design professionals regarding state and local code requirements and obtaining multi-agency application approvals.
6. Provides efficient and effective service delivery to customers; handles difficult and complex customer service situations; identifies and recommends opportunities for improving service delivery methods and procedures.
7. Confers with and advises members of the general public, property owners, architects, engineers, developers, consultants, and others regarding development policies, procedures and standards.

8. Assists the Senior Planner with ensuring timely compliance with publication and notice requirements for various types of land use projects.
9. Assists in facilitation of My Permit Now and assists with training other staff as needed.
10. Assists the Senior Planner and City Planner I in meeting with members of the public, developers, and other city officials to respond to questions that are relevant to a specific planning area or to planning in general.
11. Provides assistance to the general public, developers, and other city officials.
12. Assists City Planners with preparation of reports for Planning & Zoning Commission, City Council, and other Board and Commission meetings.
13. At direction of City Planners, compiles data/information for reports and cost estimates.
14. Performs planning research tasks at direction of City Planners as needed.
15. Possesses the ability to read and understand various planning and construction documents including site plans, plats, and engineering plans.
16. Performs reviews and provide comments of site plans and plats as assigned.
17. Coordinates with the Planning Department in creation and maintenance of records including but not limited to approved site development permits, subdivision plats, various zoning approvals, sign permits, and building permits.
18. Attends Planning & Zoning Commission, City Council, or other Board, Committee or Commission meetings deemed necessary and take meeting minutes.
19. Provides miscellaneous administrative support to the Public Works and Development Department, including but not limited to, photocopies, document scanning, meeting agenda preparation, and meeting room set-up.
20. Performs other duties as assigned.

C. EDUCATION AND EXPERIENCE

Minimum of High School diploma required, but graduation from a college or university with a Bachelor's degree in a closely related field (is preferred). Individuals with experience as a paralegal will be considered for the position. An equivalent combination of education and experience as described above. Previous front-counter and customer service related experience highly desirable.

D. TOOLS AND EQUIPMENT USED

Personal computer, including word processing, spreadsheets, email, phone, mobile, motor vehicle, and portable radio are required. Knowledge of CAD, ArcGIS, My Permit Now, and database software is preferred.

E. SPECIAL REQUIREMENTS

1. While performing the duties of this job, the employee is required to sit for extended periods of time.
2. The employee must be able to lift up to 20 pounds of office supplies, files, and equipment.

F. WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to perform the essential functions if needed.

1. While performing the duties of this job, the employee regularly works inside an office. The employee occasionally works outside on project sites and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, risk of electrical shock, and vibration.
2. The noise level in the office work environment is usually mild.

G. WORK HOURS

Core work hours are between 8:00 am and 5:00 pm including one unpaid hour for lunch, Monday through Friday except holidays. Attendance at evening meetings may be required. This is a full-time non-exempt position and eligible for overtime pursuant to the needs of the City and at the direction of the City Administrator. Any overtime hours performed must be preapproved by the direct Supervisor or City Administrator.

H. SALARY

Salary is commensurate with the position. Pay days are as determined by the “CITY OF DRIPPING SPRINGS PERSONNEL MANUAL.”

I. BENEFITS

Benefits shall be in accordance with those outlined in the “CITY OF DRIPPING SPRINGS PERSONNEL MANUAL,” as may be modified by the employee’s offer letter and subsequent revisions to the Manual.

J. EQUAL OPPORTUNITY EMPLOYER

The City’s employment decisions are made without regard to race, color, religion, sex, age, national origin, sexual orientation, handicap, or marital status. Discrimination or harassment against any person in recruitment, examination, appointment, training, promotion, discipline, or any other aspect of personnel administration because of political or religious opinions or affiliations, membership or non-membership in employee organizations, or because of race, color, national origin, age, disability, veteran status, sex, or marital status is prohibited. If you would like to arrange for accommodations, we encourage you to contact the Deputy City Administrator at (512) 858-4725.

***Please note:** This Job Description is not a contract, and shall not be construed to alter an employee’s at-will relationship. The terms and conditions of any employee’s position with the City may be altered by the City Council at any time. To the extent reasonably possible, this Job*

Description, the Personnel Manual, and the employee's Offer Letter shall be read together in harmony. If there are conflicts between this Job Description, the Personnel Manual, and the employee's Offer Letter, the most specific term or condition of employment shall govern.