



Job Description

Title: Senior Administrative Analyst/Community Development	FLSA Status: Non-Exempt	Created:
Supervisor: City Planner	Supervises: N/A	Revised:
Job Family: Community Development	Bargaining Unit: Clerical	Approved:

JOB SUMMARY:

Under the direction of the City Planner or designee, perform a wide variety of complex analytical duties involving review of zoning permit and other permit applications, financial record-keeping and daily operations of the Community Development department and projects; conduct research for a wide variety of planning and zoning activities; collect data for the preparation of budgets and reports; assist the general public, City officials and other City departments with planning or zoning issues and related Community Development matters; interpret, apply, explain and assure compliance laws, codes, rules and regulations related to assigned planning activities; provide administrative and clerical support to an assigned department.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Receive and process minor planning permits, land use applications; assure compliance with appropriate zoning ordinance requirement as required; submit applications to appropriate personnel, administrator or commission for approval; review and approve temporary sign permit applications and home occupation permits; follow-up on zoning code violation complaints; review business license applications for zone compliance.
- Assist the general public, City officials and other City departments with zoning issues and planning matters; respond to inquiries and provide the general public with information concerning planning/development standards, land use and ordinances; interpret, apply, explain and assure compliance laws, codes, rules and regulations related to assigned planning activities.
- Research, compile, verify and analyze a variety of data and information related to planning, zoning, maps and land use changes; conduct searches for records; conducts and completes surveys and studies.
- Assist in the preparation of reports, resolutions and environmental forms; generate a variety of queries and spreadsheets; compute statistical information for mandated reports.
- Assist with monitoring the Building and Planning budgets and FY budget preparation; review and evaluate budgetary and financial data; monitor expenditures in accordance with established limitations; code invoices for Planning and Building Departments.
- Review existing and proposed legislation for impact on City; consult with affected department; prepare and present initial recommendations.
- Assist the City Planner with the daily operations and activities of the Community Development department; perform varied and complex secretarial and clerical support duties to assure smooth and efficient office operations and to relieve the City Planner of administrative support and clerical detail; plan, coordinate and organize office activities and coordinate flow of communications;
- Compose a variety of materials including inter-office communications, applications, forms, letters, contracts, memoranda, flyers, agenda items, presentations and other materials; review and proofread a variety of documents; prepare and distribute public notices.
- Coordinate, schedule and arrange a variety of meetings; collect and compile information for meetings, projects and conferences; prepare and distribute Planning Commission Agenda packets; take, transcribe and distribute minutes as directed; make travel arrangements for Planning staff and Planning Commission.
- Receive, screen and route telephone calls and emails; take and relay messages as appropriate; schedule and arrange appointments, conferences and other events;

- Communicate with City personnel, community members, vendors and various outside agencies to exchange information and resolve issue or concerns.
- Operate a variety of office equipment including a computer and assigned software to update city maps, charts, graphics, and illustrations for reports, brochures, and publications; Collaborate with the GIS administrator on updating City maps; use GIS applications to reflect street, parcel, zoning, and land use changes.
- Train and provide work direction to planning division interns; assign intern duties and review work to assure accuracy, completeness and compliance with established standards, requirements and procedures; assist in the recruitment and selection of interns and consultants.
- Attend and participate in a variety of meetings and in-services as assigned.

OTHER DUTIES:

- Perform related duties as assigned.
- May be required to attend evening meetings.

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. The work environment characteristics and physical demands described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Knowledge of:

- State, federal and local agencies involved in community development, land entitlement processes, planning programs and projects.
- Basic principles, processes, terminology, methods and techniques in the field of City planning and community development standards and procedures.
- Applicable laws, rules and regulations related to planning activities including Planning Commission policies, City code, zoning regulations, zoning maps, general plan maps and sign regulations.
- Preparation of legal notices and newspaper publications.
- Customer service methods, principles and techniques.
- Computer software applications utilized in planning activities.
- Principles and practices of public budget and contract preparation.
- Practices, procedures and techniques involved in the processing of minor planning permits.
- Oral and written communication skills.
- Operation of a computer and standard office equipment including a computer and assigned software.
- Research methods and techniques involved in conducting routine analytical studies.
- Technical report preparation techniques.
- Interpersonal skills including tact, patience and courtesy.
- Basic mathematical and measurement calculations.
- Modern office practices, procedures and equipment.
- Telephone techniques and etiquette.
- Correct English usage, grammar, spelling, punctuation and vocabulary.
- Record-keeping techniques.

Ability to:

- Coordinate and administer program development, operations and financial record-keeping for community development department.
- Perform varied and complex secretarial and clerical support duties to assure smooth and efficient office operations and to relieve the City Planner of administrative support and clerical detail.
- Understand and apply a variety of City and department policies and procedures to the public.
- Interpret, apply and explain rules, regulations, policies and procedures.
- Assist the public with planning and zoning issues.
- Receive and process minor permit applications.
- Utilize planning applications to prepare related graphics, visual aids, and maps.
- Establish and maintain cooperative and effective working relationships with others.

- Communicate effectively both orally and in writing.
- Type and input data accurately.
- Conduct research and routine studies.
- Analyze data and prepare initial recommendations.
- Maintain records, files and reports.
- Plan and organize work.
- Meet schedules and timelines.
- Work independently with little direction.
- Operate a computer and assigned software.
- Analyze, compile and verify data.

Education and Experience:

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities is:

- Bachelor's degree in business, planning, accounting, public administration or related field.
- Three years increasingly responsible experience in community development, city or county planning office.

Licenses, Certifications and other Requirements:

- N/A

WORKING CONDITIONS:

Work Environment:

- Indoor/Office environment.

Physical Demands:

- Seeing to read a variety of materials.
- Sitting for extended periods of time.
- Dexterity of hands and fingers to operate a computer keyboard.
- Bending at the waist, kneeling or crouching to file materials.
- Lifting, carrying, pushing or pulling light objects.
- Reaching overhead and above shoulders to access materials.
- Hearing and speaking to exchange information and make presentations.

The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed.