



PLANNING ASSISTANT JOB DESCRIPTION

Approved 5/24/18

A. GENERAL PURPOSE

Under general supervision of City Planner I, 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, providing general administrative support to the Public Works and Development Department, and other duties as may be assigned.

B. ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Evaluate a variety of applications and proposals for administrative completeness; maintain appropriate logs of plan applications processed.
2. Assist Development Coordinator with ensuring timely compliance with publication and notice requirements for various types of land use projects.
3. Assist in facilitation of My Permit Now and assist with training other staff as needed.
4. Assists Development Coordinator 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.
5. Provides assistance to the general public, developers, and other city officials.
6. Assists City Planners with preparation of reports for Planning & Zoning Commission and City Council meetings.
7. At direction of City Planners, compiles data/information for reports and cost estimates.
8. Performs planning research tasks at direction of City Planners as needed.
9. Coordinate with Development Coordinator 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.
10. Attend Planning & Zoning Commission, City Council, or other Committee or Commission meetings deemed necessary on rotating basis with the Development Coordinator and take meeting minutes.
11. Provide miscellaneous administrative support to the Public Works and Development including but not limited to photocopies, document scanning, meeting agenda preparation, and meeting room set-up.
12. 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), and

Three (3) years of experience in municipal planning work, three years of which should be in a supervisory capacity (direct or indirect), or

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 and/or ArcGIS and database software, engineering calculator and surveying equipment a plus.

E. SPECIAL 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 perform the essential functions if needed.

1. Work is performed mostly in an office setting. Some outdoor work is required in visiting various land use developments, construction sites, or public works facilities. Operation of certain computers and various other pieces of City equipment is necessary.
2. While performing the duties of this job, the employee is regularly required to stand; sit; walk; talk or hear; handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl.

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 occasionally 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.*