



Administrative Assistant III - Assistant to the Director of Planning and Building

FLSA Designation: Nonexempt

Pay Grade: 5

The Administrative Assistant III - Assistant to the Director of Planning and Building provides administrative support to the Planning and Building Department by performing a variety of complex administrative and technical duties that enable the department and other City departments to operate more efficiently, facilitate communication and provide excellent customer service. In addition, this position performs the role of an ambassador for the City of Ketchum by working directly with the public on a daily basis. Work is performed under the general supervision of the Director of Planning and Building.

Essential Functions

- Facilitates the processing of land use and building permit applications by conducting completeness review, calculating permit fees, and creating invoices;
- May conduct permit technician duties outlined above for Street and Facilities Department or other departments as directed;
- Maintains the comprehensive electronic copy record of all documents and plan files related to the department by numbering permits, inputting all information into the computer, and maintaining overall master files;
- Archives and organizes all Planning and Building files and records following the City's and department records retention procedures;
- Prepares and updates department long range agenda, Land Use Application Report, and all other department reports and tracking documents on a weekly and monthly basis;
- Composes, updates, prepares, and posts all Planning and Zoning Commission and Historic Preservation Commission agendas and distributes to Commissioners in a timely manner;
- Prepares and composes letters, reports, memos, agendas, application forms, documents, form letters, hearing notices, findings of fact and other documents as assigned;
- Attends Planning and Zoning and Historic Preservation Commission meetings to take minutes, operates audio visual equipment, and provides administrative and technical assistance to the Commissions, staff, and the public;
- Responsible for preparing and mailing all legal notices, verifying posting and staking of project sites, as required and prepares Certification of Noticing and Mailings;
- Performs clerical support and receptionist duties, such as taking incoming telephone callers and visitors, answering general questions, supplying incoming visitors with

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appropriate paperwork, receives permits and land use applications and maintains office supply inventory;

- Assists members of the community through City land use and development permitting requirements;
- Completes bookkeeping functions and remits bills for payment;
- Supports the Planners and Director in various capacities including, but not limited to, researching, evaluating, verifying, and presenting background information and data on all projects as requested;
- Leads the logistical coordination and execution of all open houses and public meetings hosted by the department;
- May support other City departments in clerical and technical requirements of public meetings for City Council or other City organizations as requested;
- Investigates alleged zoning violations and assists with enforcement of City codes when required;
- Follows up on permits with time limits and conditional approvals on various types of applications;
- Prepares a variety of studies, reports and related information for decision making purposes;
- Works with all various office software daily, including Microsoft Word, Excel, Outlook and Caselle;
- Participates as a team member on professional planning and City projects;
- Performs other duties as assigned. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this position at any time.

Requirements

- Ability to communicate with the public and governmental officials;
- Excellent customer relation and teamwork skills;
- Ability to work independently and self-initiate workflows;
- Strong project management skills and ability to prioritize tasks in a fast-paced environment;
- Working knowledge of modern office practices and procedures; grammar, punctuation, English, etc.;
- Experience and proficiency with various computer programs.

Acceptable Experience and Training

- High school graduate or equivalent;
- Bachelor's degree strongly preferred and can substitute for years of experience;

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- Three (3) years' experience as an office manager/administrative assistant or comparable background/education with emphasis on the above duties;
- Any equivalent combination of experience and training which provides the knowledge and abilities necessary to perform the duties of this job.

Licenses and Other Requirements

- Public notary certification optional;
- Valid Idaho driver's license and safe driving record;
- Applicants must be able to pass a background check.

Working Conditions and Physical Efforts

- Sufficient clarity of speech and hearing or other communication capabilities which permits the employee to understand verbal instructions and to communicate effectively;
- Sufficient visual acuity which permits the employee to perform the above duties;
- Sufficient manual dexterity to perform office functions and operate office equipment;
- Sufficient physical ability to perform the above duties;
- While performing the duties of this job the employee will occasionally need to lift, carry, push or pull up to 30 pounds;
- Jobs in this class require performing repetitive hand movements and will require sitting, standing and walking;
- While performing the duties of this job, the employee works mostly in an office environment with some exposure to outside weather conditions and is occasionally subjected to wet, cold and/or icy conditions. The employee occasionally works near moving mechanical parts and in high, precarious places and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, odors, toxic or caustic chemicals, risk of electrical shock, and vibration. The noise level in the work environment is usually moderately quiet;
- The physical effort characteristics and working environment 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.