

PLANNING, ZONING & ENVIRONMENTAL HEALTH ASSISTANT

Rev:-01-16

Department: Planning/Zoning/Environmental Health Department
Reports To: Planning /Zoning/Environmental Health Director

Position Summary

Under the supervision of the Planning/Zoning/Environmental Health Director, the Assistant is a non-exempt position under the FLSA that performs a wide variety of clerical and field duties in the Planning/Zoning/Environmental Health Department. The employee in this position is frequently expected to act independently in answering citizen inquiries, typing correspondence, preparing billings, scheduling appointments, preparing documentation, and performing other tasks necessary for efficient operation of the department. Work is performed under the general guidance of the department head.

Essential Functions

- * Collects and sorts incoming mail and processes outgoing mail;
- * Types and files correspondence;
- * Answers the telephone and assists clients;
- * Schedules appointments;
- * Prepares zoning permits;
- * Prepares appropriate files and maintains records pertaining to permits and inspections;
- * Prepares list of owners of record requiring notice and mailings;
- * Prepares billing, processes payments and deposits funds as required;
- * Maintains a database of permits, audit reports and monthly revenue reports;
- * Communicates with Planning Commission members regarding meetings and appointments;
- * Prepares application case files, monthly packets, resolutions and minutes for Planning Commission ;
- * Assists with inspections for routine zoning permits, floodplain development permits and water and wastewater permits;
- * Assists in public health complaints related to environmental health;
- * Assists in landfill and waste disposal facility inspections;
- * Prepares water analysis reports;
- * Prepares graphics, maps and charts for the public;
- * Assists with consultation on water well and sewage disposal problems;
- * Monitors inventory of all supplies and orders when necessary;
- * Attends seminars, meetings and training as deemed necessary;
- * Explains floodplain development, zoning permit and sanitation requirements to community leaders, citizens and the general public when requested;
- * Participates in Bioterrorism activities including exercises, workshops, and training and responds to Bioterrorism emergencies as deemed necessary;

Marginal Functions

- * Other related duties as deemed necessary or as assigned.

Planning/Zoning/Environmental Health Assistant Minimum Position Requirements

Experience: One to three years of clerical experience is required. One to three years in the planning and zoning field is preferred. Employee is expected to have acquired the necessary information and skills to perform the job reasonably well after six months in the position.

Education: Technical degree or some college level education, or equivalent combination of experience and training. College degree preferred, with course work in planning and zoning or related field. Training in the National Flood Insurance Program (NFIP) with a possession of a Certified Floodplain Manager (CFM) certificate, or will obtain and maintain such a certificate within one year of beginning employment. Previous experience and/or training involving floodplain management is preferred but not required.

Skills: Considerable knowledge of report preparation, bookkeeping practices and office policies and procedures. The ability to receive, interpret and follow instructions. The ability to understand, interpret and present statistical data, facts, conclusions and recommendations clearly and effectively, orally and in written and/or graphic form. The ability to understand and interpret technical writing standards applicable to planning studies. Mathematical and map interpretation skills including GIS. Basic knowledge of principles of surveying, building construction, hydrology and hydraulics. Ability to establish and maintain effective working relationships with the public, other employees, boards and agencies. The ability to operate lab and field testing equipment, typewriter, computer, calculator, and other office equipment. Requires a valid Kansas driver's license.

Problem Solving: Problem solving includes coordinating the different programs within department, obtaining necessary information from clients and responding to zoning and environmental health questions.

Decision Making: Decisions include interpretation of planning and zoning and public health problems and solutions.

Accountability: Employee is accountable for their actions at all times as well as funds collected in the office and entrusted property and information.

Supervision: Occasional supervision is provided by the department head.

Personal Relations: Frequent contact with other county and state departments and continual contact with the general public, both on the telephone and in person.

Working Conditions: Possible adverse working conditions exist in this position when working in the field. Adverse sanitation conditions when inspecting. Possible exposure to chemical and biological hazards.

Physical Requirements: Work is a combination of office/clerical and field work. Some physical activity including lifting, bending, pushing and walking over rough terrain. Must possess eye/hand/foot coordination sufficient to drive vehicle, perform field explorations and operate office equipment. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position. Employee may be subject to on-call and extended work hours in emergency situations.