

Charter Township of Caledonia
Job Description: Administrative Assistant- Planning/Zoning

Position summary:

As an assistant to the Township Planner and Zoning Administrator and accountable to the Township Administrator, provides primary administrative support to the Township Planning and Zoning Departments. This position requires proficiency in administrative support and human relations, as well as a working knowledge of township planning and zoning principles and practice.

Examples of Duties:

- Assists in the preparation of agendas and packets for the Planning Commission and Zoning Board of Appeals. When necessary, delivers packets to members of the Planning Commission and Zoning Board of Appeals. (Mileage reimbursed at IRS rate)
- Attends and serves as recording secretary for evening meetings of the Planning Commission and Zoning Board of Appeals.
- Produces draft minutes of meetings of the Planning Commission and Zoning Board of Appeals for review and approval at subsequent meeting.
- Maintains files of agendas, packets and minutes for the Planning Commission and Zoning Board of Appeals.
- Uploads agendas, packet materials, and minutes to Township's shared drive and makes them available for online searches via the Caledonia Township website
- Determines the appropriate persons to notify for public hearings of the Planning Commission and Zoning Board of Appeals. Mails notices to appropriate persons. Originates and documents the completion of notarized affidavits of mailing.
- Receives and makes calls, and assists office visitors regarding Planning and Zoning Department issues of a general nature. Researches Planning and Zoning Department cases as needed.
- Maintains supply of Planning and Zoning Department application and instruction forms.
- Maintains fee schedule for applications and required escrows accounts.
- Processes and files correspondence, reports, budgets forms permits, records and other materials.
- Maintains schedules of meetings, travel, and appointments for Planning and Zoning staff.
- Assists in special programs and projects as assigned.
- Performs other duties as assigned.

Classification of Position: Compensation

This position is classified as "Regular-Part time" as described in the Caledonia Township's Personnel Policy Manual. Compensation for this position is approved at Pay Grade 08, per the evaluation criteria of township's Job Evaluation Plan (JEP).

Position Qualifications

- A high school diploma, or the equivalent supplemented by vocational training in office management highly preferred.
- 3 or more years of experience as an administrative assistant or similar position.
- Governmental experience highly preferred with considerable knowledge of the principles and practice of township government. Prior specific experience in the areas of planning and zoning highly preferred
- Skill in managing multiple tasks and utilizing complex reports.
- Skill in the use of office equipment and technology, including software applications and the ability to master new technologies.
- Ability to gather data and prepare accurate and timely records, reports, notices, memos and other correspondence.
- Ability to take minutes at public meetings and produce drafts for approval in a timely fashion.
- Ability to establish and maintain effective working relationships and use good judgment when dealing with employees, elected officials, other governmental and regulatory agencies, and professional contacts.
- Ability to understand and convey information effectively and promptly through speaking, hearing, reading, writing.
- Ability to critically assess situations, solve problems and work effectively within deadlines and changing work priorities
- A valid Michigan Driver's license with no more than 4 points
- A reliable all weather vehicle.