

**City of Cottage Grove
Job Description
Planning and Building Specialist**

Department: Public Works & Development	FLSA: Non-Exempt
Reports to: City Planner	Representation: General Unit
Pay Range: Range 13A	Date Adopted: October 26, 2022

Essential competencies of this job are described under the headings below. They may be subject to change at any time. The omission of specific statements of duties, does not exclude them from the position, if the work is similar, related, or a logical assignment to the position. The job description does not constitute an employment agreement between the employer and employee, and may be changed by the employer at any time.

GENERAL POSITION SUMMARY:

Provide administrative and clerical support to the operations of the Building & Planning Divisions of the Public Works & Development Department and other Divisions as required. Work is performed within the Planning Division; performing Recording Secretary duties to the Planning Commission, Historic Preservation Commission, and Urban Forestry Committee. Perform other related work as required.

DUTIES AND RESPONSIBILITIES:

Tasks listed are intended to be descriptive and not restrictive. An employee in this classification may perform any of the tasks listed; however, these examples do not include all the tasks which an employee may be expected to perform.

ESSENTIAL FUNCTIONS:

1. Answer phone calls and emails from customers and vendors; providing excellent customer service.
2. Assist walk-in customers and vendors; greeting everyone in a positive, professional manner.
3. Attend Planning Commission, Historic Preservation, and Urban Forestry Committee meetings; record minutes (up to four meetings per month, including evenings). Attend other meetings as assigned.
4. Performs technical and administrative duties that support the Community Development and Planning Department functions.
5. Accepts, reviews, and Issues permits for over-the-counter permit applications.
6. Tracks progress of permit applications; enters data into computerized tracking system and routes applications for review.
7. Provides copies of plans, maps, and other documents to customers.
8. Assist with the mailing of informational notices & packets to agencies and residents.

9. Assists in the preparation of the informational packets for the Planning Commission, Historic Preservation Commission, and Urban Forestry Committee meetings.
10. Create and mail quarterly Riparian Newsletter.
11. Organizes and maintains department's filing system; including applications, plans, plats, and reports.
12. Utilize permit tracking software (i.e. Accela Automation) to review and accept building applications, upload and organize electronic documents, fee assessments and collections, apply standardization, and timely permit issuance.
13. Maintain a variety of logs, records, and files; generate reports and records as required.
14. Scan and digitize plans.
15. Respond to inquiries from the public regarding policies and procedures, fees, permit status, and basic building code/land use questions; direct visitors and callers to appropriate staff for complex inquiries.
16. Regularly update PW & Development web pages.
17. Support the City's Erosion Control and Storm Drainage Programs.
18. Update, distribute and create forms for Planning, Building, and Engineering staff.
19. Assist with creation/updating of SOP and O&M manuals.
20. Order office supplies.
21. Type, proofread, and edit content of documents
22. Maintain and research records, maps and data for planning staff.

IMPORTANT FUNCTIONS:

- Provides general administrative assistance to the Director, City Planner, Building Inspectors, and Building Official.
- Post public hearing notices, take mailings to post office.
- Deliver and pickup various documents/records to surrounding agencies for recording.
- Other duties as assigned.

PHYSICAL REQUIREMENTS:

The physical demands or requirements 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 enable individuals with disabilities to perform the essential functions.

1. Standing-frequently on concrete floors.
2. Sitting-continuous on cushioned, rolling, and adjustable chair.
3. Driving City owned vehicle for City business.
4. Change Positions-has freedom to frequently.
5. Walking-frequently on asphalt or cement surfaces.
6. Carrying-frequently binders, notebooks, and boxes weighing no more than 30lbs within 50 feet.
7. Pushing/Pulling-rarely heavy boxes, office equipment, weighing no more than 30lbs.
8. Bending-occasionally from waist and or knee.
9. Twisting-occasionally from waist to pick up small items on desk or on printer within 3ft; frequently from neck to watch for customers at counter or to have conversation with someone.

10. Reaching-frequently overhead, forward or sideward to obtain binders, papers, files, writing utensil, to place payments in drawer, or to answer telephone.
11. Handling-frequently operation of 10-key calculator, computer keyboard, computer mouse, files, binders, books, scissors, and laminator.
12. Grasping-occasionally binders, books, files, papers, telephone receiver, supplies, small office equipment, and writing utensils.

JOB SPECIFICATIONS:

Education & Experience:

1. High school graduation or equivalency.
2. Associates degree or two-year technical degree in public administration, building permitting, urban planning, construction, or closely related field OR two years of position related work experience.
3. 1-year experience in administrative or clerical support.
4. Work experience in a public entity related to building inspection services and land use planning preferred.

Knowledge, Skills and Abilities:

1. Knowledge of office practices, methods, procedure and equipment.
2. Knowledge of principles and processes for providing customer service.
3. Knowledge of safety standards, practices and procedures applicable to area of assignment.
4. Knowledge of federal, state and local laws, rules and regulations related to land use and building permitting processes, OAR & ORS, Oregon Specialty Codes and City ordinances that govern the land use and building permit process.
5. Knowledge of construction and structural, electrical, plumbing and mechanical permit requirements, principles, practices, and procedures as applied to construction.
6. Coordination between departments and agencies for permit purposes.
7. Skill in organizational, public relations, and oral/written communication.
8. Skill in error free data entry.
9. Skill in proofreading documents.
10. Ability to follow department policies and procedures, concentrate on tasks in the presence of distractions, prepare reports, type with speed and accuracy, and interpret written instructions and other documents.
11. Ability to operate office equipment such as computers, photocopiers, scanners, facsimile machines, and multi-line phone systems.
12. Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals.
13. Ability to write routine reports and correspondence.
14. Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.
15. Ability to provide excellent customer service.
16. Ability to operate computers and software necessary to complete assignments, which may include word processing, spreadsheets and databases.

17. Ability to establish and maintain an effective working relationships with city management, coworkers, City Council, contractors, builders, engineers, architects, other entities, and the public.
18. Ability to use sound judgement in following and applying appropriate laws, regulations, policies and procedures.
19. Ability to carry out duties reliably and predictably.

Special Requirements and Certifications:

1. Must possess a valid Oregon driver's license. Employee must maintain a safe driving record while employed with the City of Cottage Grove.
2. Employee will be required to obtain their Permit Technician Certification within one-year of employment.
3. Notary Public required.

Supervisory Duties:

This position is not responsible for supervision.

Supervision Received:

Receives immediate supervision from the City Planner.

Contact with Others:

The employee works effectively and relates well with others including supervisors, colleagues, and individuals inside and outside the organization. The employee exhibits a professional manner in dealing with others and works to maintain constructive working relationships.