

PLANNING COMMISSION SECRETARYDEFINITION

Under general supervision of the Planning Manager, performs responsible and complex clerical work, secretarial work and routine administrative activities in support of the City's Planning Commission, Historic Commission and Zoning Administrator; may supervise assigned clerical staff.

ESSENTIAL FUNCTIONS INCLUDE BUT ARE NOT LIMITED TO

Prepares, processes and ensures that legal and public notices are published in accordance with state law/municipal ordinance for Planning Commission, Historic Commission and Zoning Administrator meetings. Coordinates, prepares and finalizes all meeting agendas; attends meetings, takes and prepares formal minutes; organizes and maintains all Commission records. Coordinates placement of Agency items on City Council agenda with Clerk of the Council and City Attorney offices. Prepares post-meeting correspondence to applicants documenting action(s) taken and performs other time sensitive follow-up duties as required. Provides information to applicants and interested parties regarding meeting procedures. Maintains Commission attendance records; organizes special Commission functions, makes travel arrangements, reconciles expenses and manages Commissions' petty cash and special accounts. Prepares routine correspondence for Commissions and supervisor, either independently or in accordance with oral or written direction. Relieves supervisor of routine administrative details; coordinates calendars schedules and meetings; maintains confidentiality as appropriate. Operates office equipment such as personal computers, calculators and copy machines. Supervision of clerical staff may include selection, training, evaluation and discipline. Applies principles of Total Quality Service to unit operations. Performs other related functions as assigned.

DISTINGUISHING FEATURES OF THE CLASS

The incumbent in this class performs a wide variety of tasks with considerable responsibility and sensitivity exercised. A great deal of independent judgment is required in making decisions in accordance with the policies and practices of the department. This individual is immediately subordinate to the Planning Manager and provides support to the Planning Commission, Historic Commission and Zoning Administrator.

RECOMMENDED MINIMUM QUALIFICATIONS

Three years of journey level clerical experience, two of which must have been at the secretarial level, preferably including extensive experience taking minutes at formal business meeting or meetings of a Planning Commission or similar public body, or any equivalent combination of education and experience which provides the following knowledge, skills and abilities:

DESIRABLE KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of: office practices, procedures and equipment; business English, spelling, grammar, syntax and punctuation; letter writing formats/techniques; business math, records management; basic principles and practices of supervision and training; word processing equipment and software.

Basic Knowledge of: public meeting noticing requirements as found in the Brown Act; Roberts Rules of Order; techniques of preparing formal business meeting minutes.

Skill in: the operation and care of personal computers, typewriters and other office equipment; the use of word processing software programs such as Microsoft Word. Familiarity with Microsoft Windows environment is highly desirable.

Ability to: keyboard at a corrected rate of no less than 50 wpm from clear copy; keyboard rapidly and accurately from machine transcriptions; perform complex clerical work; communicate clearly and concisely, orally and in writing; follow oral and written instructions; maintain confidentiality; take proficient minutes of business conducted at Commission meetings/hearings; learn and apply procedural requirements as found in the Brown Act, state regulations, municipal ordinances, and Commission By-laws; independently prepare written correspondence; proofread and detect errors in typing, spelling, grammar, syntax and punctuation; maintain official records and establish record keeping systems; manage petty cash and specialized Commission accounts; effectively train, supervise, evaluate and discipline subordinates; establish effective working relationships with Commission members, applicants, fellow employees and employees from other Agencies; use tact and diplomacy when dealing with members of the public in a culturally diverse community.

SPECIAL REQUIREMENT

NOTE: ability to take dictation at a corrected rate of 70 words per minute is desirable.

SPECIAL WORKING CONDITIONS

Must be able to attend a minimum of three Commission hearings per month during evening hours, and work irregular hours, including evenings and weekends as needed.

CHARACTERISTICS OF SUCCESSFUL PERFORMERS

The successful performer is a well-organized, highly motivated self-starter who is adept at working under strict deadlines in a fast paced environment. Able to coordinate and prioritize a wide variety of tasks, the Planning Commission Secretary works well independently and is skilled in applying their specialized knowledge of the Brown Act and other regulations to Commission operations. This individual possesses excellent judgement and deals with applicants, Commissioners and the public with courtesy, tact and discretion. As a supervisor, the Planning Commission Secretary is an effective team builder who treats all employees fairly, maintains high morale and is dedicated to Total Quality Service.

Class title established per Council Resolution No. 99-023,
effective 7-1-99

Reviewed: 04/04

ADA approved: 04/04