

**CITY OF SCOTTS VALLEY  
CLASS SPECIFICATION  
ADMINISTRATIVE SECRETARY III / PLANNING AIDE**

**JOB PURPOSE**

Under general direction of the Community Development Director, provides administrative staff support to the Planning and Building Department, assist the public with general information on Planning and Building Department services and property information; conduct research projects, process ministerial applications; performs a variety of difficult and complex support function on behalf of the department head and staff, and performs related work as required.

**EXAMPLES OF DUTIES**

The Administrative Secretary III / Planning Aide position may perform any of the duties set forth in the class specification for Administrative Secretary III. In addition, the position involves the following essential duties:

**Essential Duties:**

- Provides administrative assistance to the Planning and Building Staff under the direction of the Community Development Director;
- Provides lead direction to clerical support staff;
- Reviews and edits reports and correspondence prepared by the Planning and Building staff for proper grammar, style form and consistency;
- Compiles and analyzes data;
- Compose final staff reports and correspondence;
- Prepares public notices for Planning Commission meetings, and notices for Planning and Building Department items for City Council meetings and prepares radius notice mailing lists from the City's data base;
- Distributes notices and agendas for Planning Commission meetings;
- Coordinates development review processes for Planning permits and assists the Building Department with processing of building permits through routing of plans, contacts with City staff and other agencies and related tasks;
- Coordinates the Planning Commission and environmental review calendar for posting of public notices with applicants and to meet City requirements, environmental documents and staff reports;
- Attends Planning Commission and CPRC meetings and prepares minutes assists with meeting set up and clean up;
- Assists with and may be responsible for processing of a variety of ministerial or general permits issued by the Planning Department;
- Conducts special projects and research;
- Coordinates and staff's a City committee to provide for continuous improvement in customer service for application processing, record keeping and Department functions
- Maintains a record keeping system to identify due dates or follow up deadlines on various projects and mitigation measure monitoring.

**Marginal Duties:**

- Performs other related duties as assigned.

**EMPLOYMENT STANDARDS**

Education and Experience: Any combination equivalent to completion of high school and at least five years secretarial experience in a public agency Planning Department, including at least two years in a responsible administrative support capacity. Supplemental college experience desirable; or any combination of education and experience which provides the skills, knowledge, and abilities listed. A typical way to obtain these qualifications would be through two years of continuous service with the City of Scotts Valley as an Administrative Secretary II, with five years of experience working in a Planning Department. Qualifying education can be substituted on a year to year basis.

Ability to: Communicate courteously and effectively with the public, elected and appointed officials and other staff; acquire knowledge quickly about City functions, policies and staff; compose correspondence when necessary; use good judgment and tact; type accurately at a minimum of 60 words per minute; and/or transcribe from a dictaphone accurately at a reasonable rate of speed; reason and learn new techniques and equipment such as computer hardware and software; read, interpret and apply policies, laws, rules and regulations; make mathematical calculations at a high school level; follow oral and written instructions; plan and organize own work and work space; take direction from several supervisors; ability to prioritize; remain calm under pressure; work independently with minimum supervision; meet established deadlines; may require ability to take and accurately transcribe shorthand at a rate required for successful job performance; establish and maintain effective working relationships with the public, department, and Citywide staff, as well as City advisory and elected bodies.

Knowledge of: Office practices and procedures; basic mathematics; correspondence forms and correct punctuation, spelling, grammar and vocabulary; basic records retention systems; telephone techniques; letter and report writing, composition, and proof reading of reports, memos, and correspondence; standard office equipment; knowledge of the organization and operation of a municipal government, particularly within a Planning and Building Department; knowledge of zoning designations and ability to read and apply zoning maps; procedures for processing various permits authorized under the zoning ordinance and building code; ability to apply standard procedures and timing for public hearing notices and environmental notices and postings.

Driver's License: Possession of a valid, appropriate State of California Driver's license.

**City Council Approval Date:** April 3, 2002