



Planning Administrative Assistant

Class Code:
11019

Bargaining Unit: AFSCME

CITY OF RAMSEY
Established Date: Jun 22, 2021
Revision Date: Oct 6, 2021

SALARY RANGE

\$22.59 - \$24.84 Hourly

PRIMARY OBJECTIVE OF POSITION:

The primary objective of this position is to provide a variety of responsible administrative support functions for the Community Development Department, specifically the Planning Division. This may include, but is not limited to: providing excellent customer service to residents, contractors, staff and others; routing phone calls, attending city events, scheduling meetings, writing business letters and documents, and counter help at the Community Development / Economic Development windows.

This is a part-time twenty (20) hours per week position; working Monday - Friday 8:00 am to 12:00 pm. Paid leave benefits are pro-rated based on hours worked per week (vacation, sick & holiday time).

****NOTE - This is an AFSCME union position****
Hiring Range - \$22.585 to \$24.843/hour / DOQ
Full 2021 Salary Range - \$22.585 to \$28.231/hour

MINIMUM QUALIFICATIONS:

- Must be 18 years of age or older
- Must have a high school diploma or equivalent
- Must have a valid state driver's license with a good driving record
- Must have at least three (3) years of related experience in a responsible administrative support position, a combination of experience and education will be considered
- Must have intermediate to advanced Microsoft Office knowledge and skills
- Must be able to accurately type at least forty (40) words per minute
- Must have data entry and data base management experience
- Must have excellent written and verbal communication skills

- Must have the ability to provide excellent Customer Service

****Equivalent combination of education and experience will be considered****

Desired Qualifications:

- Previous experience working for a county or municipality
- Associates Degree in Business or Business, Industry & Technology
- Previous experience with Laserfiche Records Management software
- Previous experience coordinating Zoom Video Conferencing
- Previous experience with customer or resident service (dealing with the public)

ESSENTIAL JOB FUNCTIONS:

- Provides in-person administrative support to the Planning Division of the Community Development Department; this includes Planning Technicians, Zoning Code Enforcement Officers and City Planners
- Serve as the department receptionist and provide effective customer service in a courteous and helpful manner
- Maintain department records and files in an orderly and acceptable manner
- Compile commission agendas and reports for the Planning Commission, Environmental Policy Board, Development Review and inter-department meetings
- Use routine features of word processing, spreadsheet, and other software applications
- Administer property identification numbers
- Manage addresses for new developments and address changes
- Manage land use applications
- Manage City resolutions
- Administer landuse signs
- Back-up to other Community Development Administrative Assistant positions, as needed
- Perform a wide range of tasks (within the ability and resources of the Planning Administrative Assistant) at the verbal or written direction of the Senior Planner or their designee

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of city government
- Skilled at effective communication, both in-person and over-the-phone, as well as business writing
- Considerable ability to keep an organized schedule, follow-through, handle details accurately and meet deadlines
- Ability to learn and utilize basic software systems and keep up with advancing technology
- Ability to establish effective working relationships with City staff, elected officials and the general public
- Ability to work independently and as a member of a team

JOB ACTIVITY REQUIREMENTS:

The following are the physical activities that are associated with this position:

- Standing
- Sitting
- Walking
- Reaching
- Handling objects
- Repetitive hand motion
- Use of Arm Muscles over extended periods
- Use of Leg Muscles over extended periods
- Stationary desk or bench work

This position requires employees to be able to lift and carry up to 24 pounds without assistance.

The following are the working conditions of this position:

- Working indoors
- Working outdoors
- Driving a City vehicle or personal vehicle