

## **Planning/Office Assistant Wanted for The City of North Bonneville**

32 hours per week position with benefits. Based out of North Bonneville City Hall.

Please send resumes & inquiries to [info@northbonneville.net](mailto:info@northbonneville.net)

Applications available at North Bonneville City Hall

Position open until filled

\$22.03-\$30.30 DOE

T-F @ North Bonneville City Hall

### General Duties

Ensure that all the legal requirements, public notices, hearing and permit procedures regarding all planning functions are adhered to and completed. Insure that a comprehensive public record shall be developed and retained by the City through the carrying out of the required reviews, and writing of environmental assessment reports and impact statements as authorized by the City.

### Essential Duties & Responsibilities: Planning

Specific duties regarding the above stated general responsibilities for coordination, management and administration shall include but not necessarily be limited to, the following:

- City ordinance administration as designated by the Mayor and authorized by specific ordinances assigned to the department by the legislative body.
- Prepare written reports and recommendations for submittal to the Mayor, Planning Commission, and City Council regarding development projects and environmental assessments.
- Evaluate and research environmental check list and assessment reports provided to the City by private developers or public agencies.
- Receive and review, on behalf of the department, site and building plans submitted to the City for review and processing. Prepare formal reports to the Planning Commission and City Council regarding the adequacy and content of site and building plans.
- Prepare, file and maintain maps, exhibits, plans and other graphic documents as needed for routine office operations.
- Administer the Shoreline Master Program and permit application processing.
- Administer the Comprehensive Plan and zoning ordinance in coordination with the Planning Commission.
- Prepare technical reports and recommendations regarding all variances and conditional use permit requests and maintain detailed public records relating thereto.

- Prepare, post and cause to be published, public notices as are required by city ordinance and state law regarding any actions affecting the Comprehensive Plan, Shorelines Management Plan, and permit, zoning, site and building plan reviews, variances or rezones and annexations.
- Prepare and make application on behalf of the City to various Federal and State agencies for various permits needed for development projects or environmental clearance.
- Make public presentations using technical data, reports and graphic illustrations to explain the content of, or impacts relating to any development project proposed in the City.
- Assist in the coordination or project undertaken by the City with other local governmental jurisdictions.
- Lead Planning Commission Meetings and attend all Council Meetings.
- Prepare and administer grant applications.
- Performs other duties as required by the Mayor and city clerk.

#### Essential Duties & Responsibilities: Office

- Front desk customer service including, but not limited to; face-to-face customer service, answering multi-line phones, fax, copy, filing, issue permits, take payments, etc.
- Basic accounting functions including, making correct change, receipting through municipal software.
- Knowledge of Municipal Water Sewer Billing Systems and BARS accounting, or ability to learn with training.
- Ability to effectively use and read MS Excel and Word documents and Outlook email.
- Ability to provide basic information about the City's codes, geography of the City, and features.
- Enters receipts for utility and other payments as needed.
- Administers and tracks the accounts receivable
- Maintains various city files and records.
- Check and sort mail.
- Ensure front desk forms and info are up to date.
- Fill in for clerk treasurer and deputy clerk in their absence. Willingness to learn multiple jobs and provide coverage during other staff's vacations and time off.
- Performs other duties as required by the Mayor and city clerk.
- Assist in records management and public records requests.