

JOB DESCRIPTION

**Administration
City of Arlington**

Title of Class: Planning & Zoning/Administrative Coordinator
Effective Date: March 1, 2021
Pay Status: Exempt

DESCRIPTION OF WORK

General Statement of Duties: This person will be serving as the Planning and Zoning Administrator for the City of Arlington and will also be managing the licensing function for the City with attention to quality customer service. This position also performs general clerical duties which support the operations of the City Office.

Supervision Received: Works closely with the City Administrator, Building Inspector, and Deputy Clerk and is under the direct supervision of the City Administrator.

Supervision Exercised: Will supervise Community Center Attendants and may provide minimal oversight of those using the Community Center and Lions Center.

TYPICAL DUTIES PERFORMED

The duties listed below are intended only as illustrations of the various types of work that may be performed. 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 the employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

1. Greets the public determines the nature of business, provides direction and information, answers questions, researches files and/or refers as appropriate. Redirects phone calls and responds to questions from the public regarding policies, fees, ordinances, etc.
2. Schedule appropriate Planning and Zoning meetings, typically a minimum of one meeting per month, and other meetings as needed to properly conduct the Planning and Zoning business.
3. Prepare agendas for the Planning and Zoning meetings. Record the Planning and Zoning meetings and transcribe summary minutes of said meetings.
4. Review, evaluate and make recommendations on development/site plans, conditional use permit applications, rezoning/zoning amendment applications, variance requests and requests for subdivision approval.
5. Advise builders, developers and property owners on ordinance requirements and provide technical design assistance as directed.
6. Inform property owners of ordinance violations and initiate zoning enforcement procedures as directed.

7. Revise, update and develop new ordinances relating to land use planning and property subdivision if directed.
8. Serve as professional staff for Planning Commission by preparing reports, presentations and resolutions as directed/warranted.
9. Prepare reports for City Council meetings regarding recommendations by the Planning Commission.
10. Conduct research and develop policies related to City planning activities as requested/directed.
11. Coordinate development review process with City Staff, the City Engineer and Building Official.
12. Assist with other planning and zoning related duties as assigned or apparent.
13. Maintains the calendar for the, park shelters and facilities, athletic fields and EMS Building and reviews, update and schedule Community Center as necessary.
14. Responsible for marketing and billing of the Community Center.
15. Assists individuals with cemetery lot purchases, locating lots for burial markings and headstone placement.
16. Oversees and processes building permit applications for permitted uses and/or activities, which comply with the provisions of the City's Zoning Ordinances working closely with the Building Official.
17. Maintains, organizes and secures official records of the City: executes posts, publishes and records documents, notices and contracts as required; ensures compliance with Minnesota Data Practices Act, and State and City record retention policies; maintains all land and equipment ownership records, including titles, deeds, abstracts, and easements.
18. Assists with processing a variety of licenses (liquor, pet, business, etc.).
19. Utilizes document-imaging software to scan, store and retrieve account payable records and documents.
20. Performs a wide range of clerical and administrative tasks to support the efficient operation of the Administrative Department.
21. Provides information, explanation, and assistance to the public and other employees on a wide range of City policies and procedures.
22. Completes research projects as assigned.
23. Attend annual training and/or seminars necessary to fortify professional development and to stay abreast of changes related to job duties.

24. Travels out of office to conduct research, deliver documents, run errands, and pick-up supplies.
25. Performs other related duties as apparent or assigned.

KNOWLEDGE, SKILLS AND ABILITIES

1. Knowledge of, and ability to understand/apply, state and federal laws, City ordinances and policies, departmental policies, procedures and directives.
2. Ability to communicate effectively both orally and in writing with coworkers, city administrative staff, the media, a variety of diverse individuals and the general public. Position requires a considerable amount of public contact requiring skills in customer service and the ability to handle irate customers.
3. Knowledge of basic bookkeeping/accounting practices and procedures.
4. Knowledge of, and skill in, the correct use of English in business writing.
5. Knowledge of data privacy and open meeting law requirements. Ability to handle confidential and sensitive information with appropriate degree of discretion.
6. Knowledge of local geography, City streets and addresses, business and residential areas.
7. Skill in the operation of various office equipment, computers and pertinent software packages; including but not limited to Microsoft Word, Excel, PowerPoint, Outlook and Adobe Acrobat.
8. Ability to research and analyze data, determine alternatives, and make recommendations in accordance with established policies and procedures.
9. Ability to work independently and plan, organize and prioritize work tasks.
10. Ability to perform multiple tasks at one time and ability to focus on the task at hand even during stressful and time-critical situations and prepare work results with completeness and accuracy.

PHYSICAL REQUIREMENTS

The primary tasks and functions of the position consist of typical office. While performing the duties of this job, the employee is regularly required to sit, stand and move about the office and Community Center; use hands to finger, handle or feel objects, tools or controls; and reach and lift with hands and arms. The employee is required to speak, hear and see in order to share information, receive instructions and complete tasks using a computer screen. Tasks may require extended periods of time at a keyboard. The employee must occasionally lift and/or move up to 25 pounds.

The normal work environment is a modern, climate-controlled office and community center building, with moderate levels of noise generated by conversations, phones, cleaning and other office equipment.

MINIMUM QUALIFICATIONS

Bachelor's Degree in Public Administration, Urban Planning, Business Administration, or related field. Must possess and maintain a valid Minnesota Class "D" driver's license.

DESIRABLE QUALIFICATIONS

Fluency in a second language, in addition to English, that has a recognized presence in the community, i.e. Spanish. Some local government experiences.