

Date Last Revised: 8/20
FLSA: Covered
EEO: 6

SECRETARY TO THE PLANNING COMMISSION

DEFINITION

Under general supervision, to perform a variety of the difficult and complex office, administrative, and general support work for the Community Development Department, the Planning Commission and other departmental commissions and committees; to prepare, assemble, and distribute agendas, staff reports, notices, minutes, and documents in compliance with the Brown Act and related requirements; to be responsible for maintenance of official records for commissions and committees; to provide public information regarding Community Development Department and Planning Commission functions and activities including website maintenance; to operate and use computers and office equipment including maintenance and handling of electronic mailing lists; manage front office functions and provide/coordinate services for other departments in support of a one-stop South County office; and to do related work as required by the Director.

DISTINGUISHING CHARACTERISTICS

This is an advanced, specialized single position classification which has primary responsibility for providing administrative and staff support for the Planning Commission and Community Development Department. In addition, the incumbent has responsibility for performing a variety of the more difficult and complex office, administrative, and general support work for the Community Development Department.

REPORTS TO

Community Development Director or designee.

CLASSIFICATIONS SUPERVISED

This is not a supervisory classification.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES (*The following is used as a partial description and is not restrictive as to duties required.*)

Performs a variety of complex office, administrative, and general support assignments for the Community Development Department; receives, processes, and prepares a variety of documents related to department commission and committee business and functions; compiles material, ensures proper preparation of requisite legal notices, and distributes commission and committee agenda packets; schedules meetings in appropriate rooms and is responsible for digital logistics; takes notes and prepares minutes of commission and committee proceedings; prepares minute orders, resolutions, and other records of commission and committee actions; maintains official records of the commissions and committees; indexes material for reference; may provide work coordination for staff assigned to assist with commission and committee record keeping; gathers, assembles, organizes, and tabulates data and information; responds to a variety of information requests, providing information and making referrals to other staff; may receive, sort, and distribute mail; maintains and updates records and information retrieval systems; maintains the departmental website; records and logs invoices, claims, and other documents; updates and maintains computerized records and generates reports; uses spreadsheets and other special computer software; performs special assignments related to the Community Development Department, Planning Commission and associated commissions, committees and boards; operates office equipment.

TYPICAL PHYSICAL REQUIREMENTS

Sit for extended periods; frequently stand and walk; normal manual dexterity and eye-hand coordination; lift and move objects weighing up to 25 lbs.; corrected hearing and vision to normal range; verbal communication; use

of office equipment, including computer, telephone, calculator, copiers, and FAX.

TYPICAL WORKING CONDITIONS

Work is performed in an office environment; continuous contact with other staff and the public.

DESIRABLE QUALIFICATIONS

Knowledge of:

Policies and procedures of the Community Development Department and the Planning Commission or a similar decision-making body or board.

Rules, laws, and regulations pertinent to Planning Commission functions, procedure, and actions, including the Brown Act.

Terminology used in Community Development Department permits, documents, and notices.

Good public relations and customer service techniques.

Maintenance of files and information retrieval systems.

Computers and software used in office and administrative support work.

Modern office methods and procedures.

Correct English usage, spelling, grammar, and punctuation. Copy editing skills preferable.

Basic mathematics.

Principles of work coordination and planning.

Ability to:

Perform a variety of complex and specialized support and maintain on-going responsibility for the administrative support functions of the Planning Commission and commissions, boards, and committees in the Community Development Department.

Coordinate compilation of agendas and supporting materials, including preparation and distribution of proper legal notification.

Perform a variety of complex administrative, office, and general support work, which includes use of computers and software, with minimal guidance and supervision.

Read, interpret, and apply policies, procedures, and regulations related to the functions and business of the Planning Commission.

Take notes and transcribe recordings at sufficient speed to maintain accurate records of Commission and committee proceedings and actions.

Type or use word processing software at an acceptable speed to meet production requirements.

Gather and organize data and information.

Coordinate, maintain and update a variety of records and reports, including the development of information retrieval systems.

Manage office functions including communication distribution, ordering and organization of office supplies, retrieving and sending mail and packages, maintaining cash change box, coordinating/performing public services offered by other County departments, providing pool car reports, managing conference room calendar, and similar office needs.

Operate a computer and use department software in the performance of assigned work.

Operate, use and oversee maintenance of office equipment.

Deal tactfully and courteously with the public and other staff when explaining the functions, procedures, and policies of the Planning Commission and Community Development Department.

Regularly work well under pressure, meeting multiple and sometimes conflicting deadlines.

Constantly demonstrate cooperative behavior with colleagues, supervisors, and customers/clients.

Training and Experience:

Any combination of training and experience, which would likely provide the required knowledge and abilities, is qualifying. A typical way to obtain the required knowledge and abilities would be:

Three (3) years of increasingly responsible administrative, office, and general support work experience comparable to that of an administrative/office assistant or manager, preferably including some

experience in providing clerk support for a public board or commission.

Special Requirements:

None