

JOB POSTING



PART TIME ASSISTANT FOR COUNCIL CLERK AND PLANNING & ZONING. The Village of Yellow Springs has a part-time position available for an **Assistant for Council Clerk and Planning & Zoning**. This position will be responsible for the performance of clerical duties for the departments of Clerk of Council and Planning & Zoning. Application forms and a complete job description are available at 100 Dayton Street, Yellow Springs, OH 45387 or online at www.ysc.com. Deadline to return applications to the Village via email to Jennifer Campbell at JCampbell@vil.yellowsprings.oh.us on Thursday, July 29, 2021 at 8:00 am. EOE



JOB TITLE: Assistant for Council Clerk and Planning & Zoning
REPORTS TO: Planning & Zoning Administrator and Clerk of Council
EMPLOYMENT STATUS: Part-Time
FLSA: Non-Exempt

GENERAL SUMMARY

The Assistant is a dual-role position responsible for the performance of clerical duties for the departments of Clerk of Council and Planning & Zoning.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Provides customer service to incoming callers and visitors by responding to inquiries from public officials, village staff, residents, and contractors, and screens and refers, when necessary, to appropriate persons.
- Utilizes Word, Excel, Powerpoint, Adobe, iWorQ, and Geographic Information System, for processing of correspondence, reports, memorandums, requests for proposals, and other documents often containing complex, sensitive or confidential information from oral instruction or written text and proofreads final documents.
- Maintains files and records for Clerk of Council files, including, not limited to: filing all incoming documents, assembling public records requests, assembling packets, checking files for accuracy and proper signatures, maintaining accurate indexes for ordinances and organization of files, and updating codified ordinance books annually.
- Maintains files and records for Planning & Zoning files, including, not limited to: processing permits for zoning and events, sending letters/signs/ads, filing, recording records, and information for meetings.
- Research historical and current information (ie. Zoning Code, Zoning Issues, YS records) to support Clerk of Council and Planning & Zoning.
- Provides residents and contractors basic zoning information on their projects.
- Assists with code enforcement compliance including, not limited to: reviewing the alleged violation, communicating next steps, and verifying rectification.
- Retrieves information as requested from records, email, minutes, and other related documents; prepares written summaries of data when needed.
- Checking and processing mail, e-mail, and phone messages.
- Perform other duties as assigned.

EDUCATION AND EXPERIENCE REQUIREMENTS

- Graduation from High School or a GED certification is mandatory.
- Experience with Excel statistical reports, Geographic Information System and iWorQ program preferred.

KNOWLEDGE, SKILLS AND ABILITIES

- Proficient in Microsoft Office Suite or related software.
- Ability to understand Village operations.
- Ability to build good rapport with Village Staff.
- Understanding of standard clerical practices and office procedures.
- Maintain confidentiality of sensitive information.
- Excellent verbal and written communication skills.
- Excellent interpersonal and customer service skills.
- Excellent organizational skills and attention to detail.
- Excellent time management skills with a proven ability to meet deadlines.
- Ability to work independently.
- Ability to pass a basic criminal history check and drug test.

PHYSICAL REQUIREMENTS

- Prolonged periods of sitting at a desk and working on a computer.
- Moving about to accomplish tasks or moving from one worksite to another.
- Must be able to lift up to 15 pounds at a time.
- While performing duties of this job, the employee is frequently required to sit, talk, and hear. The employee must use hands to finger, handle, or feel objects, tools or controls; and reach with hands and arms.
- Specific vision abilities required by this job include close vision and ability to adjust focus.

Job description statements are intended to describe the general nature and level of work being performed by employees assigned to this job title. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required.

EOE.

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