

CITY OF TRINIDAD JOB DESCRIPTION

POSITION: Planning Administrator
STATUS: Full Time
SALARY RANGE: \$41,000 – 50,000
REPORTS TO: Development Services Director

JOB SUMMARY:

Administrative, clerical and technical work in support of the Development Services Department, grant administration, General Planning services, and Historic Preservation services. This includes all aspects of land use planning including application processes, grant writing, zoning, and Planning, Zoning, and Variance Commission packet preparation.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

The following duties are normal for this position. These are not to be construed as exclusion or all-inclusive. Other duties may be required and assigned.

Participate in Development review, including pre-application conference, staff reports and Planning and Zoning support.

Conduct simple permit approvals and code applications.

Assist in pre-application process of General Planning Services. Reviews applications to the commissions for completeness and accuracy. Administration, collection, and management of Land Use Applications and Landmark Applications.

Provide Economic Development and Urban Renewal support.

Schedules and prepares Board meeting agendas and prepares supporting materials for commission members. Determines relevant background materials and matters of interest for inclusion in packets. Coordinates the submission of required documents and the participation of interested parties in meetings and public hearings. Attends meetings and provides technical assistance as required.

Prepare and administer staff reports to the Planning, Zoning and Variance Commission and Historic Preservation Commission. Packet Preparation for General Planning Services and Historic Preservation Services.

Ability to handle Administrative functions of the Planning Department. Perform clerical duties regarding all aspects of the position including the preparation of reports, maintenance of files, and correspondence with City employees.

Preparation of grant applications and administration of grant projects.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of local zoning and land use regulations, ordinances, and rules.

Knowledge of principles and techniques of local planning.

Ability to read and interpret engineering drawings and development proposals.

Ability to work in a fast paced environment, while being able to maintain a professional and courteous attitude.

Ability to handle multiple tasks simultaneously with frequent interruptions.

Ability to operate computer based programs or have ability to learn computer based programs.

Excellent communication skills both oral and written.

Must possess clerical skills, including computer software skills, filing, and report composition.

Work effectively and courteously with design professionals, developers, builders, property owners, other employees, board members and the general public.

QUALIFICATIONS:

Bachelor's degree in planning, urban development, public administration, or a related field or a minimum four years of experience in the field of zoning and land use administration, development services, planning, or local government. Experience in Municipal Planning is preferred.

SUPERVISION RECEIVED:

The Planning Administrator will report directly to the Director of Development Services.

APPLICATION DETAILS:

Please submit an application, cover letter, and resume to HR@trinidad.co.gov before November 27th, 2015 at 5:00 p.m.