



City of McLendon-Chisholm

Job Description – Administrative Assistant/Planning

Salary: Hourly \$22.15 - \$31.90 (hiring range up to \$26.58)
 Part Time 20-25 hours per week - nonexempt (Overtime eligible)
 Benefits Full

Opening Date: October 04, 2024

Closing Date: when filled

Description:

Under the direct supervision of the City Planner and the City Secretary, this position completes a variety of functions including general front desk functions; general building permit issuance, receive and answer general city-wide questions, participates in writing staff reports and attending planning meetings.

Duties/Responsibilities

Essential Functions

- Respond to the public, developers, etc. on planning functions and activities.
- Responds to questions, phone calls and general city resident activity.
- Assist the other city employees in the administration of the overall city activities.
- Receive applications for Planning Commission action.
- May complete Planning Commission minutes and/or staff reports.
- Establish databases to aid in the coordination, collection, and analysis of data-related to Federal, State, County and City projects.
- Assists the City Secretary in filing, recordkeeping and activities as needed.
- Work closely with City Planner to learn specific city issues, plans and nuances.
- Become understanding of the City's Comprehensive Plan
- Assist City Secretary in filling in on City Planning and Zoning Commission minute taking.
- Perform other related functions as assigned or apparent.

QUALIFICATIONS:

Minimum Qualifications:

- Bachelor's degree in any related field (preferred)
- One year of relevant experience with a demonstrated ability in most aspects of municipal activities.
- Ability to communicate clearly and articulately, both in writing and orally.
- Attention to detail and good written communication.
- Excited to be a member of TEAM MC!

WORKING CONDITIONS

The city of McLendon-Chisholm is committed to complying fully with the Americans with Disabilities Act (ADA). The job involves desk work which may be interrupted with phone and counter calls. May involve attendance at meetings in City Hall or off-site and before or after normal working hours.

SELECTION PROCESS

Position requires a resume and cover letter (letter of interest) for consideration of application.

All applications must be submitted to Ms. Angela Jennings, (CitySecretary@mclendon-chisholm.com).