



Payson City Job Description  
FLSA Status: Non-Exempt  
Last Revised: June 11, 2019

I. Position Title: Development Services Administrative Assistant

II. Summary of Overall Purpose of Position

Under general supervision of the Community Development Director/Public Works Director, performs a variety of responsible administrative, technical, and clerical duties involved in the support of the department. Acts as the front counter customer service agent for planning, building and zoning and provides general information and assistance to the public regarding other city related information.

III. Essential Duties

- Assists and provides information to the public regarding the general plan, zoning, subdivisions, building permits, current projects and application procedures at the front counter. Answers and routes phone calls and relays messages; composes routine letters and forms.
- Provides initial contact with the general public and responds to general inquiries; determines necessary application forms assists with completion of forms.
- Attends Planning Commission Meetings and takes and prepares Planning Commission Minutes.
- Assists with the notification of affected property owners of public hearings related to various land issues.
- Assists with special projects research; and gathers and prepares data in written and graphic form.
- Receives and reviews applications for various building and development permits, determines completeness of applications; collects fees, schedules inspections; issues permits; enters information into database and needed reports.
- Coordinates the bonding process between developers and the City.
- Provides staff support to the Planning Commission including minutes, correspondence, memos, setting up and preparing for Planning Commission Meetings and preparing Planning Commission agenda packets.

IV. Marginal Duties

- Performs other duties as assigned.

V. Qualifications

**Education:** Requires one year of clerical or business training.

**Experience:** Requires two years of related experience.

**Certifications/Licenses:** Requires a valid Utah Driver's License. Must possess Notary Public Certification within six months of hire.

**Knowledge of:** City, County and State statutes governing privacy, legal publications and hearing notices; filing systems and methods, government functions, correct use of the English language, good writing, spelling, grammar and communication skills, computer programs including Outlook PowerPoint, Excel, Word, computer software and

equipment, general office practices and procedures.

**Ability to:** Exercise initiative and act resourcefully under varying conditions; communicate both verbally and in writing; plan and organize work to meet schedules and deadlines, establish and maintain comprehensive records and files; establish and maintain effective working relationships with other City employees, departments, Planning Commissioners, elected officials, and the public.

**Skill in:** Providing excellent customer service and problem solving.

**Communication Skills:** Ability to professionally furnish and obtain information from other departments; contact with other departments, requiring tact and judgment to avoid friction; constant contact with the public presenting data.

**Tool, Machine, Equipment Operation:** Type 50 wpm; regular use of a computer, printer, copier, scanner and telephone system; occasional use of reader/printer and shredder.

#### V. Working Conditions

*Physical Demands:* While performing duties of job, employee typically handles office equipment, objects or controls; may periodically bend, stoop or crouch. Job requires frequent lifting and moving of boxes of records and shelving units and general maintenance of records.

*Work Environment:* Employee will work in a generally comfortable office setting.

The above statements are intended to describe the general nature and level of work being performed by the person(s) assigned to this job. They are not intended to be an exhaustive list of all duties, responsibilities and skills required of personnel so classified. The approved class specifications are not intended to and do not infer or create any employment, compensation or contract rights to any person or persons. This updated job description supersedes prior descriptions for the same position. Management reserves the right to add or change duties at any time.