

RESOLUTION NO. 03-2018

Adopting a Job Description for the Position of Planning and Building Assistant and Amending the Staffing Chart and Pay Resolution to Accommodate Said Position.

WHEREAS, City Council wishes to adopt a job description for the position of Planning and Building Assistant; and,

WHEREAS, it is desirable and necessary to amend Resolution No. 74-2017 establishing the 2018 Staffing Chart of the City of Worthington to delete one Permit Clerk Position and add one Planning and Building Assistant Position in the Department of Planning and Building; and,

WHEREAS, it is necessary to amend Resolution No. 73-2017 establishing compensation for classified positions in the City to authorize the position of Planning and Building Assistant at Range 12;

NOW THEREFORE, BE IT RESOLVED by the Council of the Municipality of Worthington, County of Franklin, State of Ohio:

SECTION 1. That the job description for the position of Planning and Building Assistant (Class Specification No. 247) as per the description attached hereto be and the same is hereby adopted.

SECTION 2. That City Council does hereby amend the 2018 Staffing Chart of the City of Worthington by deleting one Permit Clerk Position and adding one Planning and Building Assistant Position in the Department of Planning and Building.

SECTION 3. That City Council does hereby amend Resolution No. 73-2017 to authorize the position of Planning and Building Assistant at Range 12;

SECTION 4. That the Clerk of Council be and hereby is instructed to record this Resolution in the appropriate record book.

Adopted January 16, 2018

/s/ Bonnie. D. Michael
President of Council

Attest:

/s/ D. Kay Thress
Clerk of Council

CITY OF WORTHINGTON
POSITION DESCRIPTION

POSITION TITLE: Planning and Building Assistant	CLASS: 247
Department: Planning and Building	Title Originated: 2018
Date: January 16, 2018	
Reports To: Chief Building Inspector	Updated:

General Statement of Duties:

Under direction of the Chief Building Inspector, the Planning and Building Assistant performs a variety of technical support tasks for the Division of Planning and Building, and serves as the first point of contact for customers. This position manages and organizes the intake, processing, flow, and tracking of planning and building applications and ensures application submittals are complete and meet all preliminary code requirements. This position also assists code enforcement with the review, inspection, and issuance of Certificates of Zoning Plan Approval and Zoning Compliance Letters.

Essential Functions of the Position:

Answers the telephone and responds to telephone and in-person inquiries by the public.

Manages and organizes the intake, processing, flow, and tracking of planning and building applications; ensures application submittals are complete and meet all preliminary code requirements.

Identifies compliance issues and recommends approval or corrective action or forwards application to the appropriate personnel as needed.

Receives and reviews applications for a variety of building and zoning permits, including sign, fence, variance, conditional use, architectural review, rezoning and subdivisions.

Accepts, records and processes fees.

Responds with a high level of customer service to inquiries from the general public, other City Departments, and public agencies regarding development application-related matters.

Reviews and manages Certificate of Compliance Approvals and Zoning Compliance Letters; oversees intake, processing, review, and tracking of all certificates and letters.

Inspects approved Certificate of Compliance Approval projects (e.g. items approved by the Architectural Review Board for compliance).

Organizes and maintains the temporary use permit database.

Assists current Planning and Building staff with the review and evaluation of planning and building cases (e.g. sign, fence and deck permits, etc.).

Assists with coordination of planning and building related work assignments involving other staff.

Performs other related duties as assigned.

Knowledge, Skills and Abilities:

Ability to perform mathematical calculations involving percentages, fractions, addition, subtraction, multiplication, and division.

Working knowledge of basic Microsoft office products, Windows, and use of GIS software (ESRI ArcGIS Desktop) to view, query and edit GIS data.

Knowledge of Planning principles and practices.

Ability to understand, interpret, and apply necessary planning, zoning, and subdivision standards, policies, procedures, specifications, and City codes and ordinances.

Ability to perform administrative tasks such as permit and case possessing.

Ability to operate a personal computer and utilize common office software programs including word processing, spreadsheets and databases.

Ability to organize and maintain accurate records and files.

Ability to establish and maintain effective working relationships with the public and City staff.

Ability to communicate effectively both orally and in writing.

Tact and courtesy in dealing with the public and other staff while performing assigned duties.

Regular, predictable attendance.

Minimum Requirements of the Position:

Associate's Degree in City Planning, Architecture, Civil Engineering Technology, Construction Management, Geographic Information Systems (GIS), Landscape Design, Real Estate, or other relevant field; Bachelor's Degree preferred. Work related experience in planning, architecture, civil engineering, construction, GIS, or real estate, preferred. Possess a valid Ohio Driver's License.

The characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

This job description does not list all of the duties or functions of the job. The individual in this position may be asked by supervisors to perform other duties. The City has the right to revise this job description at any time.

Adopted by Resolution No. 03-2018; Effective January 16, 2018