



**ADMINISTRATIVE SECRETARY
ZONING & PLANNING
JOB DESCRIPTION
City of West Lake Hills, Texas**

Job title	Administrative Secretary/Zoning & Planning Assistant	FLSA Classification	Non-exempt, Hourly, Full-time
Reports to	Director of Building and Development Services	Date Approved	

GENERAL PURPOSE

Under direction from the Director of Building and Development Services, provides administrative support to Department Planning and Zoning operations. Provides administrative support to the City of West Lake Hills Planning & Zoning Commission (ZAPCO) and Building Design Committee, and acts as City liaison for citizens in related matters.

SUPERVISION RECEIVED AND EXERCISED

- Reports to and works under the general supervision of the Director of Building & Development Services.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Perform a variety of administrative tasks as assigned by the Director of Building Services and Development.
- Serve as secretary to the Zoning and Planning Commission and Building Design Committee. Assist the public with information concerning applications for variances and other applications, documents, fees required, or supplies other required information regarding City policies, procedures, ordinances, and applicable laws.
- Perform specialized or difficult clerical and typing tasks such as minutes and report preparation, and ordinance and amendment preparation requiring application of specific rules or regulations.
- Serves as a liaison between ZAPCO and citizens.
- Answer telephone messages for the Administrative Office, Municipal Court, and route calls to Police Department when necessary. Assist in routing incoming correspondence to the appropriate department.
- Maintain pertinent files and official documents including variance files, zoning files, subdivision files, Special Use Permit files, financial files, minutes, and archives.
- Accept applications, checks for timeliness, keeps applicants notified of deadlines; maintain and track variance request applications from beginning through BOA/Council decision.
- Assist in preparation of agendas for meetings. Attend BDC/ZAPCO meetings and is take technical and concise minutes.
- Prepare monthly building permit reports for the Administrative Office. Prepare renewal notices for all Special Use Permits and annual liquor licenses.
- Assist in preparation of weekly Accounts Payables and prepare weekly bank deposits.
- Participate/assist in all emergency management activities, as assigned.
- Other duties as assigned by the Director of Building & Development Services.

MINIMUM QUALIFICATIONS

EDUCATION & EXPERIENCE

- High school diploma or equivalent experience.
- 2 years clerical experience, preferably in a municipal setting.
- Possession of, or ability to obtain a Texas Notary Public.
- Valid Texas Driver's License.

KNOWLEDGE AND UNDERSTANDING

- Principles and practices of office administration, office tasks
- General office equipment operations, such as computer, copier, scanner, phone, and fax machine
- Proper cash handling procedures and basic mathematical calculations.
- Familiar with and capable of handling City Secretarial tasks when necessary for continuity of operations.
- Procedures for City elections when assisting with early voting and assist candidates in maintaining compliance with procedural requirements.

DEMONSTRATED SKILLS

- Clear and concise communication, orally and in writing, with the public, City Staff, Boards, and Commissions.
- Excellent customer service, both internally and externally
- Strategic and critical thinking
- Technological and computer proficiency in the Microsoft Office applications, Incode software, and ability to learn new software as needed.

ABILITIES

- Understand and follow complex instructions.
- Work independently with minimal supervision.
- Establish and maintain effective working relationships
- Interact with the public, city employees, and other city officials in a positive, professional, and productive manner.
- Prepare clear and concise administrative and financial reports.
- Fill in for other positions when necessary.

PHYSICAL DEMANDS

- Sit at desk for prolonged periods answering phones, performing keyboarding, operating a computer, filing, copying, and doing other administrative work.
- Possess general manual dexterity using hands and fingers to operate computer, office machines, perform office functions, and reach items with hands and arms.
- Bend or stoop to retrieve files, lift books, or other materials weighing up to 20 pounds.
- Possess mental acuity for attention to accuracy and detail.

WORK ENVIRONMENT

- This job is performed primarily in an office environment Monday through Friday however, support of events may require regular evening and weekend work
- Attendance required for Zoning and Planning Commission or other meetings, which occur after hours.

OTHER

- Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time.
- This description reflects management's assignment of essential functions; it does not proscribe or restrict the tasks that may be assigned.
- This job description is subject to change at any time.
- This is an at-will position without a definite duration or term of office.
- The City of West Lake Hills is committed to compliance with the Americans with Disabilities Act. If you require reasonable accommodation during the application process or have a question regarding an essential job function, please contact the City Secretary at (512) 327-3628.
- The City of West Lake Hills is an Equal Opportunity Employer.