



NOTICE OF JOB OPENING

PART-TIME ADMINISTRATIVE ASSISTANT/PLANNING TECHNICIAN

Posting Date: October 24, 2024
Department: Planning
Reports to: Planning & Economic Development Director
Salary Range: \$18.00 per hour
Position Type: Part-Time 20 hours per week, Monday-Thursday
How to Apply: Applications available at bountifulutah.gov
CITY APPLICATION REQUIRED
Send to: Human Resources,
795 South Main Street, Bountiful, UT 84010
Email: jobs@bountiful.gov

Application Deadline: 5:00 P.M., Thursday, November 7, 2024

Overview:

Under general supervision of the Planning Director and the Senior Planner, the Administrative Assistant/Planning Technician provides administrative and technical assistance to the Planning and Economic Development Department.

Essential Job Functions:

1. Assists the Planning and Economic Development in preparing, researching, gathering, summarizing, and/or typing various documents, reports, correspondence, etc.
2. Answering inquiries in person, over the phone, and through email.
3. Assists the department in organizing and expediting flow of work of the department which includes, but is not limited to, special projects, scheduling and preparing materials for meetings, preparing and transcribing meeting minutes, business license administration, and coordinating administrative projects, tasks, and operations.
4. Assists in the administrative aspects related to the Bountiful City Redevelopment Agency.
5. Assists in code enforcement responsibilities, basic building permits, and basic land use reviews.
6. Provides assistance and support on planning and administrative matters by conducting field studies, investigations, and surveys to collect original research data; gathering, assessing, and analyzing statistical data; designing and drafting graphs, charts, maps; and other illustrative material.

Knowledge, Skills, and Abilities:

- Knowledge of office management practices and procedures.
- Knowledge of general bookkeeping practices and procedures.
- Knowledge of the principles and practices of planning.

- Knowledge of principles and practices of research and data collection.
- Knowledge of computer programs and applications, which may include Microsoft Office, internet applications, and database management.
- Oral communication and interpersonal skills to explain regulations and procedures clearly.
- Ability to work on several projects or issues simultaneously.
- Effective written and verbal communication skills.
- Skill in following complex oral and written instructions, policies, and procedures.
- Ability to maintain and handle confidential information.

Qualifications:

High School diploma or equivalent

Must be able to type 55 wpm

Must have a valid Utah Driver's License

Successfully pass a background check, a driving record check, and a pre-employment drug test