



## PLANNING, ZONING & HISTORIC PRESERVATION ADMINISTRATIVE ASSISTANT POSITION DESCRIPTION

### **GENERAL PURPOSE**

Primarily, this position is required to assist the Planning, Zoning and Historic Preservation Department in maintaining a proficient and effective office committed to providing service to the citizens of Deadwood and the surrounding area.

### **SUPERVISION RECEIVED**

Works under the general supervision of the City Planner, Zoning Administrator and Historic Preservation Officer. Receives functional and technical supervision from the Zoning Coordinator and Historic Preservation Coordinator.

### **SUPERVISION EXERCISED**

None

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Answers the telephone in a professional manner, takes detailed messages and delivers messages promptly and/or transfers calls using the city's voicemail system.
- Greets and assists guests to the office in a friendly manner, as necessary.
- Performs general tasks as requested for the members of the Deadwood Historic Preservation Commission, the Planning and Zoning Commission and the Deadwood City Commission.
- Maintains a reservation calendar for two meeting rooms located within Deadwood City Hall. Makes reservations for private meetings and schedules city functions. Prepares the room accordingly.
- Provides information and forms to the public for all departments; explains department policies, procedures, services, and operations to the best of their ability.
- Operates modern office equipment including PCs, printers, copiers, postage meter, adding machines, scanners, and fax machines; routinely uses a full range of word processing, spreadsheet, database, and other office software applications.
- Receives and distributes incoming mail and processes outgoing mail.
- Composes and sends correspondence for department staff as directed.

- Assists in the compilation and preparing of annual reports for the Planning, Zoning and Historic Preservation Departments. Including newspaper articles gathered throughout the year pertaining to the City of Deadwood and the Deadwood Historic Preservation Office.
- Assists in compiling data/research as well as provides routine proofreading and editing support.
- Maintains an up-to-date and orderly filing system on all action items submitted to the Planning, Zoning and Historic Preservation Department(s).
- Maintains the flow of communication through the office in an efficient and effective manner with staff, boards, committees, commissioners, the public, businesses, and others.
- Assists in coordinating schedules and preparing Commission room for Historic Preservation and Planning and Zoning meetings.
- Takes and transcribes minutes for the Historic Preservation Commission and the Planning and Zoning Commission meetings.
- Assists the staff in all aspects of historic preservation and planning and zoning issues.
- Assists in coordinating travel plans for staff.
- Maintains and orders supplies for the office as necessary; contacts vendors and suppliers regarding office equipment maintenance as needed.
- Assists in the maintenance of the city website.
- Prepares and processes bi-weekly compilation of office vouchers and bill list to be presented to the Historic Preservation Commission and City Commission for payment approval and processing.
- Assists in the preparation of annual operating and capital budget; collects and organizes budget information; provides status reports as required.
- Initiates and maintains a variety of files and records for information related to the department and programs including financial, budget, grants/programs, operational, and administrative records.
- Compiles the development, writing and printing of the City of Deadwood's Newsletter.
- Compiles the development, design, and printing of the City Calendar.
- Assists in planning various events such as the mayor's luncheon.

**PERIPHERAL DUTIES**

- Assists in compiling data/research as well as provides routine proofreading and editing support.
- Maintains an up-to-date and orderly paper and electronic filing system for Planning, Zoning and Historic Preservation Departments.
- Provides backup support as needed.
- Performs a variety of miscellaneous duties as assigned.

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**DESIRED MINIMUM QUALIFICATIONS:**

**EDUCATION AND EXPERIENCE**

- Graduation from high school or possession of GED equivalent required. Post high school office training desirable.
- Two years of responsible related experience or any equivalent combination of related education and experience.

**NECESSARY KNOWLEDGE, SKILLS, AND ABILITIES**

- Possess an ability to work and communicate effectively, both orally and in writing.
- Position requires an understanding, experience, and enthusiasm for engaging the public and coworkers.
- Computer skills, ability to create databases, self-motivated.

**SPECIAL REQUIREMENTS**

- Must possess a valid South Dakota Driver's License
- Ability to work independently.
- Telephone and etiquette skills.
- Ability to pay close attention to details.

**TOOLS AND EQUIPMENT USED**

Computer and associated software such as Microsoft Office suite or equivalent, digital camera, telephone, photocopier, and other office equipment.

**PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee must occasionally lift and/or move up to 25 pounds.

**WORK ENVIRONMENT**

The work environment 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 those individuals with disabilities to perform the essential functions.

The noise level in the work environment is quiet to moderately noisy.

**SELECTION GUIDELINES**

Formal application, rating of education and experience; oral interview and reference check.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.