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## *PLANNING, BUILDING AND GENERAL TECHNICAL ASSISTANT*

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### **DISCLAIMER: INTENT AND FUNCTION OF JOB DESCRIPTIONS**

Job descriptions are not intended as and do not create employment contracts. The organization maintains its status as an at-will employer. Employees can be terminated for any reason not prohibited by law.

Job descriptions assist organizations in ensuring that the hiring process is fairly administered and that qualified employees are selected. They are also essential to an effective appraisal system and related promotion, transfer, layoff and termination decisions. Well-constructed job descriptions are an integral part of any effective compensation system.

All descriptions have been reviewed in an attempt to illustrate essential functions and basic duties, in addition to 'peripheral tasks' or that could generally be considered "other duties as assigned." In no instance, however, should the duties, responsibilities, and requirements be interpreted as all-inclusive. Additional functions and requirements may be assigned by supervisors as deemed appropriate. Requirements, skills and abilities included have been determined to illustrate the minimal standards required to successfully perform the positions.

In accordance with Americans with Disabilities Act, reasonable accommodations may be made to enable individuals with disabilities to perform the functions & duties as described.

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### **ADVERTISEMENT LANGUAGE:**

Pleasant View City is seeking a highly organized and detail-oriented individual to join our team as a Full-Time Planning, Building and General Technical Assistant. This role primarily focuses on assisting with planning functions and providing general office coverage while also supporting general office clerical responsibilities. The ideal candidate will be adept at managing day-to-day tasks, answering phones, taking messages, and handling payments, in addition to assisting with planning-related tasks, including noticing of planning items both on-site as well as posting legally required information on the city's website and physically on other required sites.

The position provides an exciting opportunity for involvement in city land use, planning and building processes. Pleasant View City, like much of the Wasatch Front, is experiencing unprecedented growth with the city primed for new commercial and residential development. This is a key opportunity to become involved in supporting the general planning processes for the city and various city functions. The primary responsibility for this position is a support function to the operations, programs, and activities of the planning department. The position also provides general administrative support to City Administrative functions.

The city is seeking candidates with interest in Planning as well as general functions of local government, and the candidate selected must be willing and able to multi-task and serve various city functions upon direction. Because this position will be responsible to assist with

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finalizing and taking payments, general knowledge of accounting and an ability to successfully complete basic mathematical equations are prerequisites.

This position is also responsible as the lead for providing general customer support and office coverage for phone calls, emails, etc., and supports a variety of office administrative functions. This is a full-time position with a competitive benefits package. The starting wage ranges from \$18.97 to \$24.17 per hour, depending on education and experience. Minimum qualifications include one to three (1-3) years of government and/or planning related experience, with a combination of experience and/or education considered applicable to fulfill experience requirements. This position also includes the completion of a criminal background check.

Please submit an application and resume. Applications and complete job description may be picked up at City Hall, 520 W. Elberta Drive, Pleasant View, Utah, 84414 or by emailing [lhellstrom@pleasantviewcity.com](mailto:lhellstrom@pleasantviewcity.com) or by calling 801-782-8529.

**Application deadline: January 11, 2024.** The City of Pleasant View is an Equal Opportunity Employer.

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DEPARTMENTS:	Planning	CLASSIFICATION:	Full-time
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FLSA Designation:	Non-exempt
SALARY RANGE:	\$18.97 to \$24.17 (hourly)

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### **REPORTING RELATIONSHIPS**

Position Reports to: City Administrator  
Positions Supervised: None

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### **DISTINGUISHING FEATURES OF THE POSITION**

The Administrative Assistant reports to the City Administrator with close working relationships with the Planning Department and front office staff. This position works closely with the public by providing front desk coverage and is generally the first contact for telephone calls and customer walk-ins to City Hall. Tasks and responsibilities may also be assigned by other city staff in coordination with and as approved by the City Administrator. The position will assist with research, noticing and general response to planning related questions. Additionally, the position will serve as the point of contact for Building Permit related inquiries and will be the internal point of contact for building related payments, finalization of fees, etc.

The candidate selected must be willing and able to work in a collaborative environment with others. The position supports the office staff by routing telephone calls and helping customers at the front desk with building permits, bill payments, various applications, general inquiries and other administrative office tasks.

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### **FUNCTIONS & DUTIES**

Primary responsibilities include, but not limited to:

- Answers telephone calls and greet incoming public.
- Scans, prints, copies, filing as needed.
- Assists in preparing documents, letters, updating files, and other clerical functions.
- Assists in scheduling and planning for various city meetings, events, etc.
- Assists in stocking office, meeting room and kitchen supplies.
- Performs general customer service.
- Assists other office staff as needed.
- Provides support for Building Permit applications program (CityInspect)
- Supports various administrative Planning functions, including:
  - Assist with scanning, shredding and uploading documents
  - Assist with meeting notices and minutes
  - Assist in correspondence with applicants and providing general code information
  - Uploads Planning notices of decisions and conditions of approval to CityInspect
  - Participates in applicable land use and planning training
- Assist with financial tasks, including processing payments and maintaining records of financial transactions.
- Help maintain the office's digital and physical filing systems.
- Collaborate with colleagues to ensure efficient office operations.
- Supports various administrative other administrative functions, including assistance with phone calls, payments, office coverage, etc.
- Attends regular progress and report meetings with the City Administrator and Planning & Zoning Administrator to report on progress, tasks completed, obstacles encountered, provide feedback and direction, etc.

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- Other duties as assigned by the City Administrator or by other city staff in coordination with and as approved by the City Administrator

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### **PERFORMANCE MEASURES**

- Accuracy and attention to detail
- Customer service
- Contributions to a collaborative work environment
- Resource management
- Planning management
- Timeliness
- Confidentiality
- Professionalism

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### **QUALIFICATIONS & COMPETENCIES**

#### **EDUCATION / CERTIFICATION:**

- Familiarity with urban planning, public administration, geography, political science or a closely related field;
- Experience and/or certified in planning & zoning or a closely related field;
- Experience in a municipal or office setting;
- Experience in customer service;
- Basic understanding of accounting practices; and
- Valid driver's license.

#### **DESIRED KNOWLEDGE:**

- Understanding of planning processes, governmental procedures, terminology, project management, etc.
- Understanding of record retention requirements and procedures.
- Understanding of city services and departments.
- Intermediate knowledge of law, mathematics, finance, budgeting, and public administration and the use and implementation of reference material, statutes, ordinances, codes, tables, handbooks, and formulas.

#### **EXPERIENCE REQUIRED:**

- One to three (1-3) years' experience in a comparable position at another city or county, or similar office setting, or comparable education or certifications relative to job posting.

#### **SKILLS / ABILITIES:**

- Ability to pass a criminal background check.
- Ability to operate a computer and associated software with accuracy.
- Skilled in standard computer applications, such as email, word processing, and spreadsheets.
- Ability to accurately receive, review, and assist in processing land use applications.
- Ability to manage time effectively.
- Ability to establish and maintain effective working relationships with the general public, the Mayor, City Council, and Planning Commission, and other City employees (e.g. Police Department, office staff, utilities staff).
- Skilled in dealing with various customers, via telephone, email or in person.
- Ability to analyze problems, identify alternative solutions, project consequences of proposed actions, and recommend solutions.
- Ability to communicate clearly and concisely, both orally and in writing.
- Ability to maintain strict confidentiality.

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### **WORKING CONDITIONS**

This position works primarily in a climate-controlled office environment with occasional off-site and outdoor errands, including physically posting signage outdoors with varying weather conditions. There is an infrequent need to lift heavy objects, which typically does not require assistance. General office work involves minimal recurring movement including filing documents, lifting, sitting, standing, bending, stooping, and walking.

The position involves on-going operation of office equipment—computer, printer, phone, copier, fax, etc.