

**CITY OF MOUNTAIN VIEW
CLASS SPECIFICATION**

Position Title: Planning Board Clerk	Job Family: 2
General Classification: Professional	Job Grade: 18

Definition: To oversee the day-to-day operations of the Planning Division administrative functions by performing full office management and administrative duties, while serving Planning boards and committees.

Distinguishing Characteristics: Receives direction from the Assistant Community Development Director or Planning Manager. Exercises direct supervision over front-line Planning Division clerical staff, including planning, assigning, and evaluating the work of assigned personnel.

This is a specialized administrative classification and acts as the office manager. This position requires judgment and knowledge in a specialized area and is responsible for the management of the day-to-day operations of the administrative functions in the Planning Division.

Examples of Duties: Duties may include, but are not limited to, the following:

1. Prepare and compile agendas, and special meeting, legal, and California Environmental Quality Act (CEQA) notices for various bodies (Environmental Planning Commission, Zoning Administrator, Development Review Committee, etc.) under tight deadlines; prepare, proofread, and arrange for production and distribution of agenda packets to parties as applicable.
2. Independently ensure all governing body actions are accurately recorded and that agenda materials are accurately processed.
3. Type, edit, proofread, and revise meeting minutes for commissions, committees, and boards.
4. Coordinate with the City Clerk's office on agenda items related to Community Development.
5. Coordinate with the City Clerk's Office on materials needed for Public Records Act requests.

Position Title: Planning Board Clerk

Page 2 of 3

6. Provide and explain information to the public concerning matters related to commissions, committees, and boards; may independently compose responses to requests for information.
7. Supervise, train, evaluate, and motivate clerical staff; provide technical assistance and guidance to staff.
8. Assist in the implementation of Planning Division goals and objectives; recommend procedural changes and implement policies and procedures to ensure the administrative function runs efficiently.
9. Maintain, update, and manage workflow of records in the Land Management system and the online permit system.
10. Update project websites and the E-zine, as needed.
11. Oversee consultant contracts related to Community Development.
12. Assist with the preparation and administration of the Planning Division budget; monitor office expenditures as appropriate.
13. Process reports, memoranda, and other documents relating to operations, which may include contracts, proposals, personnel records, technical documents, statistical and/or special forms, budgets, and charts.
14. Perform basic research and compile data for reports, charts, and statistical reports or special projects as required.
15. Provide routine to complex administrative support on sensitive and confidential department documents.
16. Assist in the support of community meetings, including set-up and staffing, as needed.
17. Perform other related duties as assigned.

Minimum Qualifications:

Knowledge of: Basic English, including grammar, punctuation, and spelling; basic mathematics; modern office methods; planning and organization; general organization and functions of City government; advanced functions and use of

Position Title: Planning Board Clerk

Page 3 of 3

PC systems and various software packages; City department functions, policies, rules, and regulations; California Brown Act compliance; standard proofreading techniques; and principles of supervision and training.

Ability to: Locate, assemble, and retrieve data; perform process improvements through implementation of enhanced manual or automated systems solutions which increase organizational efficiency; take accurate notes and write up summaries of meetings; communicate tactfully and effectively with individuals throughout the City and the general public; organize and maintain filing systems; be detail-oriented and monitor timelines to ensure compliance; supervise and train assigned staff; multi-task various job functions and prioritize work flow; type 50 words per minute; and establish and maintain effective working relationships with those contacted during the course of work.

Experience and Training Guidelines: A combination of relevant experience, education, and training that will satisfy the required minimum qualifications, knowledge, and abilities.

Three years of increasingly responsible clerical or administrative experience with frequent public contact, including at least one year as a lead or supervisory capacity. Education equivalent to an associate's degree in business administration or related field. Experience in Community Development or other public agency is highly desirable.

Required Licenses or Certificates: Valid California Class C Driver License.

Working Conditions: In addition to the regular work schedule, this position may be required to work evenings and weekends on an as-needed basis.

Established: February 2021

HRD/CLASS SPECS
Planning Board Clerk