

**THE CITY OF PORTALES, NEW MEXICO**

**POSITION POSTING #2015-017**

**POSITION: PLANNING & COMMUNITY DEVELOPMENT SECRETARY**  
**DEPARTMENT: PLANNING & COMMUNITY DEVELOPMENT**  
**STATUS: NON-EXEMPT**  
**REPORTS TO: PLANNING DIRECTOR**  
**SHIFT: REGULAR – 40 HOURS PER WEEK**  
**SALARY: \$20,671.04 ANNUAL/ \$9.938 HOURLY**

**GENERAL DESCRIPTION:**

Under the supervision of the Planning Director, the Department Secretary provides primary administrative and clerical support to the Planning staff by performing routine tasks such as preparing agendas, transcribing minutes, typing, filing, scheduling of appointments, maintaining records, completing reports and other administrative functions as assigned. This position assists the inspections department with permitting construction projects and directing development by the City of Portales Code of Ordinances. This position is also responsible for the scheduling of public meeting facilities at the Portales Memorial Building and coordination and enforcement of Business Registration Policies.

**TASKS AND RESPONSIBILITIES:**

Although the following are typical of the tasks and responsibilities routinely performed, additional duties and/or responsibilities requiring comparable or lesser skills, knowledge, or dexterity may be assigned. The primary responsibilities shall be regulated by Department Head and are not listed in any order of primary job function.

1. Provide assistance for meeting preparation, such as copying, collating, creating agendas, transcribing minutes, etc.
2. Assists the Building Inspector with secretarial, clerical, and inspection type work. Coordination of Planning and Zoning applications and meetings.
3. Customer service to the public, both in person and via telephone. Provide information to the public as may be appropriate or required.
4. Manage the scheduling of public meeting facilities at the Memorial Building, to include intake of deposits and rental fees and programming doors for building access, and accurately communicating proper policies and procedures with regard to rental of the facilities.
5. Provide administrative support to the Director for administration of public grants, including timely and accurate maintenance of grant files to ensure positive results upon review by State officials.
6. Maintain files for the Community Development Department and the Planning and Zoning Commission in a timely, systematic and accurate manner. This usually consists of secretarial, clerical, and receptionist's tasks involving filing, copying, faxing, typing, data entry, maintaining records, distributing & processing mail and related duties as assigned.
7. Preparation of general correspondence and reports, as requested or required.
8. The exercise of discretion and independent judgment within established policies, procedures, and regulations.
9. Evaluating and rewriting of City Ordinances as they pertain to the Planning and zoning Department.
10. The exercise of discretion and independent judgment within established policies, procedures, and regulations.
11. Other clerical or administrative tasks as may be requested by the Director.

**SUPERVISORY RESPONSIBILITIES:**

1. Works under the general supervision of the Planning and Community Development Director. No exercise of supervision is required.

**KNOWLEDGE, EXPERIENCE, AND SKILLS:**

1. High School diploma or GED required.
2. Minimum of two (2) years clerical/administrative support experience performing routing assignments consistent with this job description.
3. Knowledge of basic grammar, spelling, mathematics, and basic secretarial reference materials and resources.
4. Intermediate level skills with MS Office software package (Word, Access, Excel, PowerPoint).
5. Intermediate to advanced skills with MS Access, Outlook (e-mail) and internet use and research capabilities.
6. The ability to adequately manage time to accommodate multiple task completion.
7. Above average oral and written communication skills.
8. Minimum of one (1) year direct customer service experience.
9. Ability to work independently to accomplish required tasks in a timely manner with little or no supervision.

COMMENTS ON PHYSICAL REQUIREMENTS: The physical requirements of this job are minimal but stress is involved due to the emotional requirements of dealing with multiple personalities, enforcing rules and regulations.

**SPECIAL JOB CONDITIONS:**

1. Occasional in-state and out-of-state travel, overnight stays sometimes required.
2. Attendance at regular and/or special meetings of the Planning and Zoning Commission. These meetings are often held after regular working hours.
3. Attendance at various department related meetings and/or other public hearings as assigned by the Planning Administrator or City Manager.

**WORK SCHEDULE:**

The regular work schedule is 40 hours per week - Monday through Friday, 8:00 a.m. to 5:00 p.m., with one hour off for lunch. Additional time may be required after regular hours. Schedule to be established by the Supervisor.

**DEADLINE TO SUBMIT REQUIRED APPLICATION TO HUMAN RESOURCES: Review of applications is scheduled for 5:00 p.m., Thursday, July 2nd, 2015. Position to remain open until filled.**

Application available at City Hall or on-line at [www.portalesnm.gov](http://www.portalesnm.gov).

The City of Portales is an Equal Opportunity Employer.

I have received the job description posting and I am capable of performing the essential functions for the position.

Applicant Signature \_\_\_\_\_

Date \_\_\_\_\_