



Manistee County Courthouse • 415 Third Street • Manistee, Michigan 49660

**OFFICE OF
CONTROLLER/
ADMINISTRATOR**
231-398-3500 • Fax 231-723-1795
www.manisteecountymi.gov

PERSONNEL COMMITTEE

Friday, October 12, 2018
8:00 A.M.

Courthouse & Government Center
Board of Commissioner's Room

AGENDA

1. Call to Order
2. Public Comment
3. Formal recommendation regarding FY 2018/2019 Wage Increase.
4. Discussion and recommendation for new and revised Planning Dept. Job Descriptions.
Appendix A
5. Other items from Committee members.
6. Adjournment.



JOB DESCRIPTION

TITLE: Planner I/Assistant Planner
SESC Officer

DEPARTMENT: Planning

REPORTS TO: County Planner

PAY GRADE:

SUMMARY

Under the direction and supervision of the County Planner, and the indirect supervision of the Manistee County Planning Commission through the County Planner, provides a full range of entry level planning duties. Performs a variety of duties related to the collection, analysis, interpretation, and presentation of technical land use, environmental, zoning and other County planning data; ensures compliance with the County's development standards.

EMPLOYMENT QUALIFICATIONS

Required

- Bachelor's Degree in Urban Planning, Regional Planning, Environmental Planning, Public Administration/Policy, Park and Recreation Administration or Environmental Science
- Knowledge of the principles and practices of planning
- Knowledge of a relevant specialization such as transportation, land use, or affordable housing is desired
- Knowledge of principles and practices of research and data collection
- Knowledge of effective writing techniques
- Statistical, algebraic, or geometric knowledge and ability to apply such knowledge in practical situations
- Knowledge of computer hardware and software programs, which may include Microsoft Office, and Internet applications
- Must possess a Michigan Vehicle Operators License
- Must be able to attend evening meetings

3. Prepares reports on on-going projects and processes of which the Planning Department is leading or assisting.
4. Collects a variety of statistical data and prepare reports and maps on topics such as census information, land use, environmental/natural features & conditions and transportation.
5. Evaluates or assists in the evaluation of local unit of government zoning ordinance amendments, and other proposals.
6. Acts as a liaison between community groups, government agencies, developers and elected/appointed officials.
7. Ability to develop educational presentations and programs and administer those presentations/programs to community groups, elected boards/commissions and middle & high school classes.
8. Coordinates and assists with public input sessions, charrettes, and other means of public engagement for determination of community needs and desires.
9. Provides information to the public and local elected and appointed officials regarding land use, development regulations and best practices in land use planning.
10. Assists in resolving citizen and customer issues.
11. Assists in oversight of the work of consultants and interns to the County Planning Department.
12. Assists in the review of Soil Erosion Permit Applications and Soil Erosion Plans for compliance with State Statute.
13. Performs site visits and inspections for the Soil Erosion Program.
14. Attends meetings during business hours and weekday evenings as needed, with potential for attendance at limited weekend events.
15. Assists in the maintaining of GIS data, digitizing of new GIS data, analysis of GIS data and accompanying GIS map and report creation.
16. Performs grant writing and administration under the supervision of the County Planning Director.
17. Eagerness to work as a team and serve the public in a high capacity.

PHYSICAL REQUIREMENTS

Must be able to access departmental files. Must be able to enter and retrieve information from a computer. Must be able to operate and make simple repairs on copy machine, computer printer, and other common office equipment. Must be able to access all areas of the building. Periodically bending, stooping and kneeling to move items weighing up to 60 pounds from the floor to overhead to obtain stored records, books, and files. Must be able to access catalogs, books, documents, office equipment, etc., from library shelves in both Planning Department offices.

WORKING ENVIRONMENT

Works in office conditions and in the field. Prolonged periods of sitting/standing to enter data in computer. Requires travel to various sites throughout the County and State in various types of weather.

DRAFT

Job Description Approved: _____
Job Description Revised: _____



JOB DESCRIPTION

TITLE: Planning Secretary /
Assistant to Planner

DEPARTMENT: Planning

REPORTS TO: County Planner

SUMMARY

Under the direction and supervision of the County Planner, and the indirect supervision of the Manistee County Planning Commission through the County Planner, provides a full range of secretarial and administrative tasks. Acts as receptionist and provides basic information regarding planning and zoning issues. Serves as office manager, performing typing, records management, general bookkeeping and other tasks. Assists the County Planner in all administrative aspects of Planning Commission functions, as well as those of other boards and commissions.

EMPLOYMENT QUALIFICATIONS

Required

- Associate Degree or equivalent
- Two years of experience in a clerical administrative position requiring demonstrated skill in word processing, spreadsheet and data base software applications
- Ability to accurately record meeting minutes and attend meetings outside of work hours if so assigned
- Ability to type 50 wpm; proficient in Word, WordPerfect, Excel, Quattro Pro and Paradox
- Must possess a Michigan Vehicle Operators License
- Must be able to attend evening meetings

Preferred

- Experience working with the public and wide range of individuals

SKILLS

- Strong computer skills with experience in word processing, databases, and spreadsheets and the ability to demonstrate proficiency
- Superior organizational and written communication skills
- Project management skills
- Excellent verbal and interpersonal communication skills

ABILITIES

- Ability to maintain high confidentiality and the ability to independently manage multiple tasks in a professional manner
- Ability to work independently with minimal supervision and work cooperatively with all departments
- Ability to work with variety of individuals in highly conflicting situations
- Ability to manage extensive amount of paperwork
- Ability to operate and troubleshoot most office equipment
- Ability to maintain a professional demeanor

ESSENTIAL DUTIES AND RESPONSIBILITIES

This list may not be inclusive of the total scope of job functions to be performed. Duties and responsibilities may be added, deleted, or modified at any time.

1. Responsible for the preparation and typing agendas for various Planning Commission meetings based on correspondence received, issues/projects in progress and Commission directives. Schedules meetings and reserves meeting room; organizes and copies agenda and meeting materials to distribute to Commissioners. Proofreads, rewrites and provides support services on any project, as directed. Prepares meeting agendas, is responsible for legal, necessary public notices to be posted, and assists with staff reports.
2. Attends, transcribes, types and files official copy of Minutes of the Planning Commission and other department related meetings. Types and composes correspondence, legal documents, plans and reports as directed by the Planner or Planning Commission. Types all correspondence, permits, etc. for the Soil Erosion Department.
3. Keeps the official County records up-to-date with regard to Township Zoning Ordinances. Issues addresses, administers the address system, maintains up-to-date County address maps, master street address guide, the SBC emergency service computer updates for the 911 emergency dispatch system, and the Master Road Index. Manages special projects such as plans, ordinances, statistical work, studies, township projects, and grants as directed.

4. Compiles and presents County population, building permit, address, economic data and reports on population changes or characteristics. Keeps official record of action for grant applications/programs processed through the Planning Office.
5. Greets public in a professional, friendly and courteous manner, answers telephone and takes messages. Responds to questions and telephone requests on zoning, land divisions, planning, soil erosion and permits. Assists Townships, schools and other County offices by using the Zoning Administrator Office Manual and responding to requests for information.
6. Performs clerical functions for the Planning Department and Commission, including, opening and dating mail, ordering and maintaining office supplies, maintaining office equipment, filing various types of documents, cataloging books and reports, and keeping the appointment schedule.
7. Receives payments for materials purchased through the Planning Office and keeps financial records for both the Planning Office and Commission. Prepares monthly reports on Planning Department expenses and grant programs.
8. Accepts other responsibilities that result in providing secretarial, clerical, bookkeeping and receptionist duties to other County departments as directed by the County Planner and Planning Commission.
9. Acts as the appointed recording secretary to all committee and all other department-related meetings, such as recycling, solid waste, and remonumentation. Takes minutes for the Brownfield Redevelopment Authority meetings.
10. Performs relatively complex tasks in computer programs such as preparing maps in Geographic Information System, and assists others in basic GIS tasks, advanced database and spreadsheet tasks, Internet research tasks.
11. Attends professional schools and/or conferences to stay up-to-date on laws, zoning, trends, and computer use in the areas of responsibility and duties the person in this position is expected to perform.
12. Assists County Planner with major tasks, ongoing or short-term and accepts additional duties as directed.
13. Attends and reports on meetings of special interest within the duties the person in this position is expected to perform, if so directed. Works with remonumentation program and surveyors as well as the recycling ad hoc committee.

- 14. In the absence of the Planner, assumes responsibility for the Planning Department.
- 15. Assists with technical reviews and site inspections.

PHYSICAL REQUIREMENTS

Must be able to access departmental files. Must be able to enter and retrieve information from a computer. Must be able to operate and make simple repairs on copy machine, computer printer, adding machine, electronic typewriter, fax machines, recording devices, Dictaphone and other common office equipment. Must be able to access all areas of the building. Periodically bending, stooping and kneeling to move items weighing up to 60 pounds from the floor to overhead to obtain stored records, books, and files. Must be able to access catalogs, books, documents, office equipment, etc., from library shelves in both Planning Department offices.

WORKING ENVIRONMENT

Works in office conditions. Prolonged periods of sitting to enter data in computer. Requires infrequent travel to various sites throughout the County and State in various types of weather.

DRAFT

Job Description Approved: _____
Job Description Revised: _____