

Planning Clerk III
Planning Department

The Planning Clerk provides essential administrative and clerical support to the planning department. This role involves maintaining and organizing planning documents, assisting in the preparation of reports, scheduling meetings, and liaising with other departments to facilitate planning processes. The ideal candidate is detail-oriented, organized, and capable of multitasking in a fast-paced environment.

Key Responsibilities:

- **Document Management:** Organize and maintain planning documents, files, and records, ensuring all information is up-to-date and easily accessible.
- **Data Entry:** Accurately input and update data in planning software systems and databases.
- **Report Preparation:** Assist in the preparation of planning reports, including collecting data, drafting documents, and preparing presentation materials.
- **Scheduling and Coordination:** Schedule meetings, appointments, and events related to planning activities, and coordinate with internal and external stakeholders as necessary.
- **Communication:** Serve as a point of contact for inquiries related to planning activities, providing information and directing queries to the appropriate personnel.
- **Compliance Support:** Assist in ensuring that planning processes comply with relevant regulations and standards.
- **Administrative Tasks:** Perform general clerical duties, such as filing, photocopying, and scanning documents.
- **Record Keeping:** Maintain accurate and detailed records of planning activities, decisions, and correspondence.
- **Support to Planning Staff:** Provide general support to planning staff, including assisting with project management tasks and tracking project timelines.
- **Other Duties:** Perform other duties as assigned by the planning department to support overall departmental objectives.

Qualifications:

- **Education:** High school diploma or equivalent; an associate degree or coursework in planning, business administration, or a related field is a plus.
- **Experience:** Previous experience in an administrative or clerical role, preferably within a planning or government department, is desirable.
- **Skills:**
 - Strong organizational and time-management skills.
 - Excellent attention to detail.
 - Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint) and planning software.
 - Strong written and verbal communication skills.
 - Ability to multitask and prioritize tasks effectively.

- Work requires light to heavy carrying and lifting (under 15 pounds up to 45 pounds and over), straight pulling, pulling hand over hand, simple grasping, dual simultaneous grasping, repeated bending, sitting, standing, pushing, crouching, crawling, twisting, kneeling, stooping, climbing stairs and ladders, walking, and reaching above shoulders. Ability to see, write, read, count, identify shade of colors, perceive depth, and hearing is needed to perform the essential functions of this job.

This job description illustrates typical job duties and type of work that is customarily assigned and performed in this position. However, this job description does not represent every aspect of the job nor does it guarantee permanent employment, as all positions with the City of Mercedes are employment at will positions. Job descriptions are subject to periodic update. Immediate modifications may be made to include corrections on standard wages or salaries if necessary. The City reserves the right to change work assignments, work schedules and other aspects of a job. Official job descriptions are maintained and available from the Human Resources Department. The City of Mercedes is an Equal Employment Opportunity Employee