

Planning Clerk II
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, maintain, and update planning, zoning, and code enforcement records, ensuring accuracy and accessibility in both physical and digital systems.
- **Data Entry & Database Management:** Accurately input and maintain data in planning and code enforcement systems, including permits, cases, and departmental records.
- **Report Preparation:** Assist in the preparation of planning reports, including collecting data, drafting documents, and preparing presentation materials.
- **Scheduling and Coordination:** Coordinate meetings, inspections, hearings, and events; prepare agendas and supporting materials; and communicate with internal and external stakeholders.
- **Public & Interdepartmental Communication:** Serve as a point of contact for inquiries, providing information and directing requests to appropriate staff or departments.
- **Compliance Support:** Assist in ensuring adherence to city ordinances, policies, and regulatory requirements related to planning and code enforcement activities.
- **Keep Mercedes Beautiful (KMB) Coordination:** Support KMB programs by assisting with event coordination, volunteer tracking, public outreach materials, and documentation of beautification efforts and compliance initiatives.
- **Administrative Support:** Perform general clerical duties such as filing, scanning, and correspondence; support daily departmental operations and workflow.
- **Record Management:** Maintain accurate records of planning activities, code enforcement actions, 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 Employer