

**City of Hailey**  
**POSITION DESCRIPTION**

<b>JOB TITLE: Community Development Assistant</b>	<b>AVERAGE HOURS PER WEEK: 20</b>
<b>CLASS TITLE: Administrative</b>	<b>PAY RANGE: \$22,850 - \$28,900</b>
<b>SUPERVISOR: Community Development Director</b>	<b>STATUS: Non-Exempt</b>

**GENERAL STATEMENT OF DUTIES**

Provides administrative support, application organization, and customer service for the City of Hailey Community Development Department. Performs a variety of routine and complex administrative and clerical duties related to general administrative assistance.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Assists in and with greeting the public, answering questions, routing calls to appropriate departments and generally providing customer support to the public.
- Assists in and with the Building Permit process, invoicing and issuing permits, mailing, and filing, meeting agenda management, and meeting minutes.
- Assists people through city land use and development permitting requirements.
- Manages the noticing requirements of the Idaho Local Land Use Planning Act for all planning and zoning, subdivision, and land use applications.
- Organizes and executes PZ Commission, Arts and Historic Commission and Urban Renewal Agency public meeting packets.
- Database and file organization and management.
- Provides administrative support to department, manages City databases, maintains website design, and coordinates updates.
- Assists in the research, data collection, and analysis as assigned.
- Performs general office management duties.
- Assists with special projects as requested.
- Responds to public records request.
- Periodically attends meetings, conferences, workshops and training sessions and reviews publications to remain current on the principles, practices, and new developments in assigned work areas.

**REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES**

- High school diploma or GED equivalent, with additional training in business, marketing, public relations and/or communication and/or a college degree.
- Strong customer service and government work experience is highly desirable.
- Proficiency in standard office computer software is a must (Microsoft Word, Excel, Publisher), proficiency in Access, Adobe and Caselle is a plus.
- Attention to detail, good organization, excellent communication skills, ability to manage a variety of tasks well, familiarity with government regulations, and ability to creatively and collaboratively problem solve.