

Agenda Item No. E-5

DATE SUBMITTED 9/8/2021  
 SUBMITTED BY COMMUNITY DEVELOPMENT DIRECTOR  
 DATE ACTION REQUIRED 9/15/2021

COUNCIL ACTION (X)  
 PUBLIC HEARING REQUIRED ( )  
 RESOLUTION ( )  
 ORDINANCE 1<sup>ST</sup> READING ( )  
 ORDINANCE 2<sup>ND</sup> READING ( )  
 CITY CLERK'S INITIALS (X) *em*

**IMPERIAL CITY COUNCIL  
 AGENDA ITEM**

SUBJECT: DISCUSSION/ACTION: PLANNER I, II, III POSITIONS 1. Approval of classification, salary range, and job description for Planner position(s) I/II/III	
DEPARTMENT INVOLVED: COMMUNITY DEVELOPMENT	
BACKGROUND/SUMMARY:  Because of recent vacancies, Community Development is undergoing a reorganization. Approval of these proposed job classifications will provide flexibility in filling the vacant planner position and provide for future growth.	
FISCAL IMPACT: There is no fiscal impact as the proposed position will be funded by a vacancy.	ADMIN SERVICES SIGN INITIALS <u><i>[Signature]</i></u>
STAFF RECOMMENDATION: Staff recommends to approve the classification, job description and salary range as presented.	DEPT. INITIALS <u><i>EM</i></u>
MANAGER'S RECOMMENDATION:  <div style="text-align: center;"><i>approve</i></div>	CITY MANAGER'S INITIALS <u><i>[Signature]</i></u>
MOTION: SECONDED: APPROVED ( ) REJECTED ( ) AYES: DISAPPROVE ( ) DEFERRED ( ) NAYES: D ABSENT: REFERRED TO:	

**CITY OF IMPERIAL  
JOB DESCRIPTION**

**PLANNER I**

RANGE 75

UNION: TEAMSTERS LOCAL UNION #542

FULL TIME | FLSA NON-EXEMPT

DEPARTMENT: COMMUNITY DEVELOPMENT DIRECTOR

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**DEFINITION:**

Under the direction of the Community Development Director, Planner III, and Planner II, planning research and analysis on all projects to ensure the best use of the City's land and resources; serve as a technical resource concerning planning and building permits, zoning information, growth policies and planning strategies; collaborate in the planning of construction of new building and housing; assist Planner III and Planner II in monitoring the compliance of city zoning regulations; review, process and assist the public with completing applications for planning and building permits; prepare planning studies, and reports on short and long range, well-defined assignments; train and provides assistance with the work instruction or project direction of lower-level professional and para-professional staff members. Incumbents prepare graphic presentations and maps and respond to questions from the public regarding permits, zoning and policies and procedures of the department.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Provide assistance in projects; prepare work assignments; prepare complex reports.
- Perform a variety of planning, research, and project review duties in support of assigned Community Development projects and to comply with zoning ordinances; review building permit applications for zoning and planning compliance as directed; enforce zoning ordinances and conduct field investigations regarding ordinance violations; prepare inspection reports and issue citations as appropriate.
- Serve as a resource to outside organizations, governmental agencies and the public; respond to inquiries and provide technical information concerning planning and building permits, zoning information, growth policies, land use ordinances and planning strategies; provide assistance concerning plans and local, State and Federal land use and environmental laws and regulations; research information concerning established laws, codes and regulations as needed.
- Participate in the review, development or revision of the various elements of the General Plan, Environmental Impact Reports, ordinances and other policies and procedures; coordinate GIS implementation and use.
- Review development proposals for conformance with city zoning codes; determine conformity with codes, policies, regulations and procedures; recommend approval or identify problems and assess alternatives for projects.
- Review, analyze and make recommendations on applications such as Conditional Use Permits, Variances, Tentative Parcel Maps and Design Review Permits; review drawings or blueprints for structural conformity, proposed use and aesthetics; conduct site evaluations and analysis.

- Receive, review and process various building, planning, land use and a variety of planning and specialized permit applications; ensure proposed projects comply with zoning requirements, growth policies and established local, State and Federal laws, codes and regulations related to building and planning projects; issue permits as appropriate.
- Assist the public with completing applications for planning and building permits; explain required information; ensure appropriate fees are attached; notify applicants of environmental requirements and appeal procedures as necessary; respond to public and governmental inquiries concerning environmental requirements and regulations and related issues.
- Research prepare and present reports concerning land use regulations and current and long-range planning issues including changes to the organization's development plan and land development policies and standards; prepare graphic presentations and maps utilizing appropriate techniques and computer software as assigned; prepare and deliver oral presentations; prepare support materials.
- Participate in the preparation, review and updating of local planning strategies; prepare and process various short- and long-term plans; prepare and process amendments to local planning strategies, community and urban plans and various others; review new and modify existing specific plans as directed; assist with revisions to land use ordinances as required.
- Train and provide assistance with the work instruction or project direction of staff members.
- Conduct a variety of special projects and surveys to determine impact of proposed building, zone change and planning projects; compile and assemble a variety of information in support of assigned studies and projects; research property locations, zoning requirements and legal descriptions for assigned projects.
- Perform a variety of clerical duties related to assigned activities; type, duplicate and file materials as needed; prepare a variety of correspondence including notices, memoranda and replies to public inquiries concerning land use, project applications, fees and other project or planning-related matters.
- Maintain records, logs and files related to projects, permits, plans and assigned activities; prepare a variety of mandated and requested environmental, land use and other reports as directed; submit mandated reports to appropriate agency or personnel according to established timelines.
- Operate standard office equipment including a computer and assigned software; drive a vehicle to conduct work.
- Communicate with personnel, consultants, developers, property owners, the public and elected officials and various outside agencies to exchange information and resolve issues or concerns regarding laws, policies, regulations, standards and procedures with respect to the submission of plans, processing of applications and implementation requirements.
- Coordinate the preparation of meeting agendas for various committees, commissions, and community groups; review draft materials and prepare comments; organize conferences and work sessions; ensure timely notification of appropriate parties.
- Attend a variety of assigned meetings, public hearings and trainings including Planning Commission meetings; serve on committees to facilitate citizen input into the planning process; serve as a liaison with other governmental agencies and supervises assigned personnel.
- The Planner I position exercises a broad range of independence within policy parameters while performing responsible and innovative administrative and division management in support of the City's goals and objectives and Acts on behalf of the Community Development Director, Planner III, and Planner II in his/her absence as required

## **OTHER DUTIES:**

- Perform related duties as assigned.
- Assist with Planner III, Planner II, and Community Development projects as directed.

## **REQUIRED QUALIFICATIONS:**

### **Education and Experience:**

- Any combination sufficient training and experience to demonstrate the knowledge and abilities listed above.

### **Licenses and other Requirements:**

- Valid California Class C driver's license.

### **Desirable Qualifications:**

- AICP – American Institute of Certified Planners Certification.

### **Knowledge of:**

- Principles and terminology related to planning and building permits, land use theory and zoning requirements.
- Objectives, principles, procedures, standards, practices and information sources of City planning.
- Federal, State and local planning and environmental laws and ordinances including regulations pertaining to land use, building and development including the California Environmental Quality Act and the Subdivision Map Act.
- Implementation of zoning and other municipal ordinances.
- Permit review and issuance procedures.
- Methods used in developing information for General Plan modifications.
- Application of land use, physical design, economic, environmental, and/or social concepts to the planning process.
- Economic, population and land use trend analysis.
- Public speaking techniques.
- Interpersonal skills using tact, patience and courtesy.
- Correct English usage, grammar, spelling, punctuation and vocabulary.
- Telephone techniques and etiquette.
- Research methodology as applied to the collection and analysis of planning data.
- Record-keeping and report preparation techniques.
- Community trends and market analysis techniques.

### **Ability to:**

- Perform a variety of responsible and complex current and long-term planning, research and project review duties in support of assigned building and planning projects.
- Understand and apply those aspects of Federal, State and local laws, regulations, policies, procedures and standards pertaining to the planning process.
- Serve as a technical resource concerning planning and building permits, zoning information, growth policies and planning strategies.
- Interpret maps, site and building plans and specifications, graphs and statistical data.
- Interpret, apply and explain laws, rules, regulations, policies and procedures.

- Review, process and assist the public with completing applications for planning and building permits.
- Participate in the preparation, review and updating of local planning strategies including various short- and long-term plans.
- Conduct a variety of special projects and surveys to determine impact of proposed projects.
- Interpret and understand engineering and architectural plans, concepts and methodologies.
- Prepare and maintain a variety of records, reports and visual displays.
- Prepare clear and concise technical documents, reports, correspondence and other written materials, including staff reports to commissions, boards and the City Council.
- Train and provide work direction to assigned staff.
- Establish and maintain cooperative and effective working relationships with others.
- Communicate effectively both orally and in writing.
- Meet schedules and timelines.
- Work independently with little direction.
- Plan and organize multiple projects.
- Prepare and deliver oral presentations.
- Perform clerical duties related to assigned activities.
- Operate standard office equipment including a computer and assigned software.
- Perform arithmetic calculations.

### **WORKING CONDITIONS:**

#### **Work Environment:**

- Indoor/Office environment.

**Physical Demands:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Dexterity of hands and fingers to operate a computer keyboard.
- Hearing and speaking to exchange information.
- Seeing to read a variety of materials.
- Sitting for extended periods of time.
- Bending at the waist, kneeling or crouching.

The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed.

Range 75

**CITY OF IMPERIAL  
JOB DESCRIPTION**

**PLANNER II**

RANGE 77

UNION: TEAMSTERS LOCAL UNION #542

FULL TIME | FLSA NON-EXEMPT

DEPARTMENT: COMMUNITY DEVELOPMENT DIRECTOR

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**DEFINITION:**

Under the direction of the Community Development Director and Planner III, planning research and analysis on major, complex projects to ensure the best use of the City's land and resources; serve as a technical resource concerning planning and building permits, zoning information, growth policies and planning strategies; collaborate in the planning of construction of new building and housing; assist Planner III in monitoring the compliance of city zoning regulations; review, process and assist the public with completing applications for planning and building permits; prepare planning studies, and reports on short and long range, well-defined assignments; train and provides assistance with the work instruction or project direction of lower-level professional and para-professional staff members. Incumbents prepare graphic presentations and maps and respond to questions from the public regarding permits, zoning and policies and procedures of the department. This is a journey level position.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Providing assistance in technical expertise regarding difficult and complex projects; provide leadership on major projects; make work assignments; prepare complex reports.
- Perform a variety of complex planning, research, and special project review duties in support of assigned Community Development projects and to comply with zoning ordinances; review building permit applications for zoning and planning compliance as directed; enforce zoning ordinances and conduct field investigations regarding ordinance violations; prepare inspection reports and issue citations as appropriate.
- Serve as a technical resource to outside organizations, governmental agencies and the public; respond to inquiries and provide technical information concerning planning and building permits, zoning information, growth policies, land use ordinances and planning strategies; provide assistance concerning plans and local, State and Federal land use and environmental laws and regulations; research information concerning established laws, codes and regulations as needed.
- Participate in the review, development or revision of the various elements of the General Plan, Environmental Impact Reports, ordinances and other policies and procedures; coordinate GIS implementation and use.
- Review development proposals for conformance with city zoning codes; determine conformity with codes, policies, regulations and procedures; recommend approval or identify problems and assess alternatives for projects.
- Review, analyze and make recommendations on applications such as Conditional Use Permits, Variances, Tentative Parcel Maps and Design Review Permits; review drawings or blueprints for structural conformity, proposed use and aesthetics; conduct site evaluations and analysis.

- Receive, review and process various building, planning, land use and a variety of planning and specialized permit applications; ensure proposed projects comply with zoning requirements, growth policies and established local, State and Federal laws, codes and regulations related to building and planning projects; issue permits as appropriate.
- Assist the public with completing applications for planning and building permits; explain required information; ensure appropriate fees are attached; notify applicants of environmental requirements and appeal procedures as necessary; respond to public and governmental inquiries concerning environmental requirements and regulations and related issues.
- Research prepare and present reports concerning land use regulations and current and long-range planning issues including changes to the organization's development plan and land development policies and standards; prepare graphic presentations and maps utilizing appropriate techniques and computer software as assigned; prepare and deliver oral presentations; prepare support materials.
- Participate in the preparation, review and updating of local planning strategies; prepare and process various short- and long-term plans; prepare and process amendments to local planning strategies, community and urban plans and various others; review new and modify existing specific plans as directed; assist with revisions to land use ordinances as required.
- Train and provide assistance with the work instruction or project direction of lower-level professional and para-professional staff members.
- Conduct a variety of special projects and surveys to determine impact of proposed building, zone change and planning projects; compile and assemble a variety of information in support of assigned studies and projects; research property locations, zoning requirements and legal descriptions for assigned projects.
- Perform a variety of clerical duties related to assigned activities; type, duplicate and file materials as needed; prepare a variety of correspondence including notices, memoranda and replies to public inquiries concerning land use, project applications, fees and other project or planning-related matters.
- Maintain records, logs and files related to projects, permits, plans and assigned activities; prepare a variety of mandated and requested environmental, land use and other reports as directed; submit mandated reports to appropriate agency or personnel according to established timelines.
- Operate standard office equipment including a computer and assigned software; drive a vehicle to conduct work.
- Communicate with personnel, consultants, developers, property owners, the public and elected officials and various outside agencies to exchange information and resolve issues or concerns regarding laws, policies, regulations, standards and procedures with respect to the submission of plans, processing of applications and implementation requirements.
- Coordinate the preparation of meeting agendas for various committees, commissions, and community groups; review draft materials and prepare comments; organize conferences and work sessions; ensure timely notification of appropriate parties.
- Attend a variety of assigned meetings, public hearings and trainings including Planning Commission meetings; serve on committees to facilitate citizen input into the planning process; serve as a liaison with other governmental agencies and supervises assigned personnel.
- The Planner II position exercises a broad range of independence within policy parameters while performing responsible and innovative administrative and division management in support of the City's goals and objectives and Acts on behalf of the Community Development Director and Planner III in his/her absence as required

### **OTHER DUTIES:**

- Perform related duties as assigned.
- Assist with Planner III and Community Development projects as directed.

### **REQUIRED QUALIFICATIONS:**

#### **Education and Experience:**

- Any combination equivalent to: Bachelor's degree in planning, geography, economics, law, public administration or closely related field and/or three (3) years of professional planning experience in a municipal setting.

#### **Licenses and other Requirements:**

- Valid California Class C driver's license.

#### **Desirable Qualifications:**

- AICP – American Institute of Certified Planners Certification.

#### **Knowledge of:**

- Principles and terminology related to planning and building permits, land use theory and zoning requirements.
- Objectives, principles, procedures, standards, practices and information sources of City planning.
- Federal, State and local planning and environmental laws and ordinances including regulations pertaining to land use, building and development including the California Environmental Quality Act and the Subdivision Map Act.
- Implementation of zoning and other municipal ordinances.
- Permit review and issuance procedures.
- Methods used in developing information for General Plan modifications.
- Application of land use, physical design, economic, environmental, and/or social concepts to the planning process.
- Economic, population and land use trend analysis.
- Public speaking techniques.
- Interpersonal skills using tact, patience and courtesy.
- Correct English usage, grammar, spelling, punctuation and vocabulary.
- Telephone techniques and etiquette.
- Research methodology as applied to the collection and analysis of planning data.
- Record-keeping and report preparation techniques.
- Community trends and market analysis techniques.

#### **Ability to:**

- Perform a variety of responsible and complex current and long-term planning, research and project review duties in support of assigned building and planning projects.
- Understand and apply those aspects of Federal, State and local laws, regulations, policies, procedures and standards pertaining to the planning process.
- Serve as a technical resource concerning planning and building permits, zoning information, growth policies and planning strategies.
- Interpret maps, site and building plans and specifications, graphs and statistical data.



- Interpret, apply and explain laws, rules, regulations, policies and procedures.
- Review, process and assist the public with completing applications for planning and building permits.
- Participate in the preparation, review and updating of local planning strategies including various short- and long-term plans.
- Conduct a variety of special projects and surveys to determine impact of proposed projects.
- Interpret and understand engineering and architectural plans, concepts and methodologies.
- Prepare and maintain a variety of records, reports and visual displays.
- Prepare clear and concise technical documents, reports, correspondence and other written materials, including staff reports to commissions, boards and the City Council.
- Train and provide work direction to assigned staff.
- Establish and maintain cooperative and effective working relationships with others.
- Communicate effectively both orally and in writing.
- Meet schedules and timelines.
- Work independently with little direction.
- Plan and organize multiple projects.
- Prepare and deliver oral presentations.
- Perform clerical duties related to assigned activities.
- Operate standard office equipment including a computer and assigned software.
- Perform arithmetic calculations.

### **WORKING CONDITIONS:**

#### **Work Environment:**

- Indoor/Office environment.

**Physical Demands:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Dexterity of hands and fingers to operate a computer keyboard.
- Hearing and speaking to exchange information.
- Seeing to read a variety of materials.
- Sitting for extended periods of time.
- Bending at the waist, kneeling or crouching.

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Range 77

**CITY OF IMPERIAL**  
**JOB DESCRIPTION**

**PLANNER III**

RANGE 80 MSPC Salary Schedule

FULL TIME | EXEMPT

DEPARTMENT: COMMUNITY DEVELOPMENT DIRECTOR

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**DEFINITION:**

Under the direction of the Community Development Director, lead planning research and analysis on major, complex projects with substantial responsibility to ensure the best use of the City's land and resources; serve as a technical resource concerning planning and building permits, zoning information, growth policies and planning strategies; collaborate in the planning of construction of new building and housing; monitor the compliance of city zoning regulations; review, process and assist the public with completing applications for planning and building permits; prepare planning studies, and reports on short and long range, well-defined assignments; train and provides assistance with the work instruction or project direction of lower-level professional and para-professional staff members. Incumbents prepare graphic presentations and maps and respond to questions from the public regarding permits, zoning and policies and procedures of the department. This is a journey level position.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Providing technical expertise regarding difficult and complex projects; provide leadership on major projects; make work assignments; prepare complex reports.
- Perform a variety of complex planning, research, and special project review duties in support of assigned Community Development projects and to comply with zoning ordinances; review building permit applications for zoning and planning compliance as directed; enforce zoning ordinances and conduct field investigations regarding ordinance violations; prepare inspection reports and issue citations as appropriate.
- Serve as a technical resource to outside organizations, governmental agencies and the public; respond to inquiries and provide technical information concerning planning and building permits, zoning information, growth policies, land use ordinances and planning strategies; provide assistance concerning plans and local, State and Federal land use and environmental laws and regulations; research information concerning established laws, codes and regulations as needed.
- Participate in the review, development or revision of the various elements of the General Plan, Environmental Impact Reports, ordinances and other policies and procedures; coordinate GIS implementation and use.
- Review development proposals for conformance with city zoning codes; determine conformity with codes, policies, regulations and procedures; recommend approval or identify problems and assess alternatives for projects.
- Review, analyze and make recommendations on applications such as Conditional Use Permits, Variances, Tentative Parcel Maps and Design Review Permits; review drawings or blueprints for structural conformity, proposed use and aesthetics; conduct site evaluations and analysis.

- Receive, review and process various building, planning, land use and a variety of planning and specialized permit applications; ensure proposed projects comply with zoning requirements, growth policies and established local, State and Federal laws, codes and regulations related to building and planning projects; issue permits as appropriate.
- Assist the public with completing applications for planning and building permits; explain required information; ensure appropriate fees are attached; notify applicants of environmental requirements and appeal procedures as necessary; respond to public and governmental inquiries concerning environmental requirements and regulations and related issues.
- Research prepare and present reports concerning land use regulations and current and long-range planning issues including changes to the organization's development plan and land development policies and standards; prepare graphic presentations and maps utilizing appropriate techniques and computer software as assigned; prepare and deliver oral presentations; prepare support materials.
- Participate in the preparation, review and updating of local planning strategies; prepare and process various short- and long-term plans; prepare and process amendments to local planning strategies, community and urban plans and various others; review new and modify existing specific plans as directed; assist with revisions to land use ordinances as required.
- Train and provide assistance with the work instruction or project direction of lower-level professional and para-professional staff members.
- Conduct a variety of special projects and surveys to determine impact of proposed building, zone change and planning projects; compile and assemble a variety of information in support of assigned studies and projects; research property locations, zoning requirements and legal descriptions for assigned projects.
- Perform a variety of clerical duties related to assigned activities; type, duplicate and file materials as needed; prepare a variety of correspondence including notices, memoranda and replies to public inquiries concerning land use, project applications, fees and other project or planning-related matters.
- Maintain records, logs and files related to projects, permits, plans and assigned activities; prepare a variety of mandated and requested environmental, land use and other reports as directed; submit mandated reports to appropriate agency or personnel according to established timelines.
- Operate standard office equipment including a computer and assigned software; drive a vehicle to conduct work.
- Communicate with personnel, consultants, developers, property owners, the public and elected officials and various outside agencies to exchange information and resolve issues or concerns regarding laws, policies, regulations, standards and procedures with respect to the submission of plans, processing of applications and implementation requirements.
- Coordinate the preparation of meeting agendas for various committees, commissions, and community groups; review draft materials and prepare comments; organize conferences and work sessions; ensure timely notification of appropriate parties.
- Attend a variety of assigned meetings, public hearings and trainings including Planning Commission meetings; serve on committees to facilitate citizen input into the planning process; serve as a liaison with other governmental agencies and supervises assigned personnel.
- The Planner III position exercises a broad range of independence within policy parameters while performing responsible and innovative administrative and division management in support of the City's goals and objectives and Acts on behalf of the Community Development Director in his absence as required

## **OTHER DUTIES:**

- Perform related duties as assigned.
- Assist with Community Development projects as directed.

## **REQUIRED QUALIFICATIONS:**

### **Education and Experience:**

- Any combination equivalent to: Bachelor's degree in planning, geography, economics, law, public administration or closely related field and/or four (4) years of professional planning experience in a municipal setting.

### **Licenses and other Requirements:**

- Valid California Class C driver's license.

### **Desirable Qualifications:**

- AICP – American Institute of Certified Planners Certification.

### **Knowledge of:**

- Principles and terminology related to planning and building permits, land use theory and zoning requirements.
- Objectives, principles, procedures, standards, practices and information sources of City planning.
- Federal, State and local planning and environmental laws and ordinances including regulations pertaining to land use, building and development including the California Environmental Quality Act and the Subdivision Map Act.
- Implementation of zoning and other municipal ordinances.
- Permit review and issuance procedures.
- Methods used in developing information for General Plan modifications.
- Application of land use, physical design, economic, environmental, and/or social concepts to the planning process.
- Economic, population and land use trend analysis.
- Public speaking techniques.
- Interpersonal skills using fact, patience and courtesy.
- Correct English usage, grammar, spelling, punctuation and vocabulary.
- Telephone techniques and etiquette.
- Research methodology as applied to the collection and analysis of planning data.
- Record-keeping and report preparation techniques.
- Community trends and market analysis techniques.

### **Ability to:**

- Perform a variety of responsible and complex current and long-term planning, research and project review duties in support of assigned building and planning projects.
- Understand and apply those aspects of Federal, State and local laws, regulations, policies, procedures and standards pertaining to the planning process.
- Serve as a technical resource concerning planning and building permits, zoning information, growth policies and planning strategies.
- Interpret maps, site and building plans and specifications, graphs and statistical data.

- Interpret, apply and explain laws, rules, regulations, policies and procedures.
- Review, process and assist the public with completing applications for planning and building permits.
- Participate in the preparation, review and updating of local planning strategies including various short- and long-term plans.
- Conduct a variety of special projects and surveys to determine impact of proposed projects.
- Interpret and understand engineering and architectural plans, concepts and methodologies.
- Prepare and maintain a variety of records, reports and visual displays.
- Prepare clear and concise technical documents, reports, correspondence and other written materials, including staff reports to commissions, boards and the City Council.
- Train and provide work direction to assigned staff.
- Establish and maintain cooperative and effective working relationships with others.
- Communicate effectively both orally and in writing.
- Meet schedules and timelines.
- Work independently with little direction.
- Plan and organize multiple projects.
- Prepare and deliver oral presentations.
- Perform clerical duties related to assigned activities.
- Operate standard office equipment including a computer and assigned software.
- Perform arithmetic calculations.

### **WORKING CONDITIONS:**

#### **Work Environment:**

- Indoor/Office environment.

**Physical Demands:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Dexterity of hands and fingers to operate a computer keyboard.
- Hearing and speaking to exchange information.
- Seeing to read a variety of materials.
- Sitting for extended periods of time.
- Bending at the waist, kneeling or crouching.

The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed.

Range 80