POSITION DESCRIPTION
LOGANSPORT, INDIANA

POSITION: **Application Specialist**
DEPARTMENT: **Planning**
WORK SCHEDULE: **8:00 a.m. – 4:00 p.m., M-F**
JOB CATEGORY: **COMOT (Computer, Office Machine Operation, Technician)**

DATE WRITTEN: May 2021 **STATUS: Full-time**
DATE REVISED: **FLSA STATUS: Non-exempt**

To perform this position successfully, an individual must be able to perform each essential function of the position satisfactorily. The requirements listed in this document are representative of the knowledge, skill, and/or ability required. Logansport/Cass County provides reasonable accommodations to qualified employees and applicants with known disabilities who require accommodation to complete the application process or perform essential functions of the job, unless those accommodations would present an undue hardship.

Incumbent serves as Application Specialist for the Logansport/Cass County Planning Department, responsible for providing clerical support to Department staff and assisting the public.

DUTIES:

Performs related duties as assigned. Answers telephone and greets office visitors, responding to inquiries, providing information and assistance, scheduling meetings, taking messages, and/or directing callers to appropriate individual, department or agency.

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Reviews land improvement and zoning permit applications for accuracy/completeness and assists applicants with completing proper forms and related documentation. Researches property and record files as requested.

Performs a variety of clerical tasks, including, but not limited to, printing and developing aerial photographs as requested, preparing correspondence, accepting legal surveys, maintaining files and record books; creating public hearing notices and labels, cleaning and storing equipment, entering data in computer; preparing documents, correspondence and records; working with GIS mapping system, creating layers and maps, and spreadsheets; and compiling/collating materials for reports.

Performs a variety of clerical tasks, including, but not limited to, maintaining files; entering data in computer; preparing documents, correspondence and records; working with GIS mapping system, creating layers and maps, and spreadsheets; and compiling/collating materials for special projects and reports.

Performs general accounting functions, including monitoring expenditures to ensure compliance

with Department budget, processing and submitting claims, and maintaining accurate financial records.

Prepares and organizes materials as well as attends Board of Zoning Appeals (BZA), Plan Commission, and notifies board members, and prepares and distributes agendas, meeting notices, meeting minute summaries, and related materials.

Creates resolutions and ordinances for Plan Commissions, Council and Commissioners as

directed. Maintains and orders Department supplies and equipment.

Performs related duties as assigned.

I. JOB REQUIREMENTS AND DIFFICULTY OF WORK:

High school diploma or GED.

Ability to meet all Department hiring requirements, including passage of a drug test.

Working knowledge of standard office procedures and Department computer systems, and ability to apply such knowledge to a variety of interrelated processes, tasks and operations.

Working knowledge of standard bookkeeping practices and ability to perform arithmetic calculations, monitor expenditures, and maintain financial records. Ability to assist in preparation of annual budgets.

Working knowledge of and ability to make practical application of Plan Commission and zoning laws and ordinances.

Working knowledge of standard English grammar, spelling and punctuation, and ability to prepare correspondence and reports as required.

Knowledge of standard filing systems and ability to create and maintain Department files.

Ability to operate standard office equipment, such as computer, calculator, telephone, copier, fax machine and digital camera.

Ability to effectively communicate orally and in writing with co-workers, other City and County departments, board/commission members, elected officials, and the public, including being sensitive to professional ethics, gender, cultural diversities and disabilities.

Ability to provide public access to or maintain confidentiality of Department information and records according to state requirements.

Ability to comply with all employer and Department policies and work rules, including, but not limited to, attendance, safety, drug-free workplace, and personal conduct.

Ability to understand, memorize, retain and carry out oral and written instructions and present findings in oral or written form.

Ability to work alone with minimum supervision and with others in a team environment, occasionally under pressure from formal schedules and deadlines, and on several tasks at the same time.

Ability to apply knowledge of people and/or locations.

Ability to read property legal descriptions, construction and subdivision development plans, plat and flood plain maps, and aerial photos.

Ability to occasionally work extended hours and/or evenings.

II. RESPONSIBILITY:

Incumbent performs duties according to a flexible, customary routine with priorities primarily determined by supervisor and service needs of the public. Assignments are guided by definite objectives using a variety of methods or procedures, with incumbent referring to supervisor for unusual matters, such as policy interpretations. Decisions are always determined by specific instructions or existing, well established policies and procedures. Errors in work are primarily detected or prevented through standard bookkeeping checks or notification from other departments, agencies or the public. Undetected errors could result in loss of time to correct error and/or inconvenience to other agencies or the public.

III. PERSONAL WORK RELATIONSHIPS:

Incumbent maintains frequent contact with co-workers, other City and County departments, board/commission members, elected officials, and the public for purposes of exchanging information, rendering service, and resolving problems/discrepancies.

Incumbent reports directly to the Executive Director.

IV. PHYSICAL EFFORT AND WORK ENVIORNMENT:

Incumbent performs duties in a standard office environment, including sitting/walking at will, sitting for long periods, lifting objects weighing less than 25 pounds, keyboarding, speaking clearly and hearing sounds/communication. Incumbent occasionally works extended hours and/or evenings.

APPLICANT/EMPLOYEE ACKNOWLEDGMENT

The job description for the position of Application Specialist for the Logansport/Cass County Planning Department describes the duties and responsibilities for employment in this position. I acknowledge that I have received this job description, and understand that it is not a contract of employment. I am responsible for reading this job description and complying with all job duties, requirements, and responsibilities contained herein, and any subsequent revisions.

Is there anything that would keep you from meeting the job duties and requirements as outlined?
Yes_____No_____

_____ _____
Applicant/Employee Signature Date

_____
Print or Type Name