

THE CITY OF TEXARKANA, ARKANSAS

is accepting applications for the following position:

Planning Secretary

(Planning & Zoning Department)

SUMMARY OF ESSENTIAL DUTIES:

Champion communications, customer service, fiscal accountability, and responsiveness in the Planning Division. Establish, maintain, and adapt administrative and management systems to meet the organizational needs of the Division. Manage administrative support services in the department, including, record keeping, word processing, and communications. Develop and implement procedures for division records including software applications. Provide customer service and referral. Has frequent work contact with all members of the Department of Public Works, other City personnel, Planning Commission, Historic District Commission, Board of Adjustment, Pre-Submission Conference and Subdivision Committees, business representatives, attorneys, contractors, and the general public. Provide secretarial support services and other duties as assigned within all departments of the city. Research properties to determine historical significance and provide information for use in making appropriate decisions. Prepare documents for use in Planning Commission, Historic District Commission, Board of Directors meetings to include packets, charts and slideshows. May serve on ad hoc committees with members of other organizations as needed. Provide seamless customer service in the absence of the City Planner. Serve as Recording Secretary for all Planning Commission and Historic District Commission meetings to include overseeing audio recordings of meetings, setting up meeting space and preparing minutes.

POSITION SPECIFICATIONS:

Must have extensive knowledge of general office procedures, and equipment as evidenced by a combination of course work and responsible secretarial experience in a comparable environment, possess a valid Arkansas or Texas State driver's license, must be proficient in Microsoft programs including Word, Excel, PowerPoint and Outlook and must have excellent customer service skills as evidenced by experience in a customer-service environment. Ability to communicate effectively with diverse and sometime irate individuals and to handle calmly and efficiently situations ranging from routine to emergency. Ability to multi-task and adjust priorities throughout the day in an environment with frequent interruptions. Excellent memory and organizational ability in order to deal with multiple responsibilities and meet deadlines. Must be familiar with the Texarkana area and able to navigate within the city. Must be knowledgeable, or willing to become so, with the Texarkana Arkansas Code of Ordinances. Must be able to work independently, analyze situations and be forward thinking.

ANNUAL SALARY RANGE:

\$30,388.80 to \$31,720.00

Applications will be accepted at the Arkansas City Hall located at 216 Walnut St. Applications may also be faxed to (870) 772-8182, submitted online at <http://arkansas.txkusa.org> or emailed to skylar.krause@txkusa.org. The City of Texarkana, Arkansas is an Equal Opportunity Employer and provides all applicants and employees equal opportunity without regard to race, color, sex, religion, national origin, age, marital or veteran status, or any other legally protected status.