

Planning Assistant/Secretary Hybrid Position Duluth Township

The Planning Assistant/Secretary reports to the Planning Director.

Required Skills and Abilities

:

1. Be able to communicate respectfully and effectively.
2. Be detail-oriented.
3. Be able to write meeting notes concisely, cogently, and in a manner that accurately reflects Planning Commission meetings and Public Hearings.
4. Have good computer skills. Be proficient with Microsoft Excel and Word and able to learn new computer programs as needed.
5. Be able to learn and develop proficiency in the following areas:
 - a. Additional computer software and programs, including Adobe Acrobat, PowerPoint, cloud-based storage systems, and internet-based programs dealing with parcel information, GIS, Revisor of Statutes, etc.
 - b. Analysis of data pertaining to land use, permits, variances, and conditional uses.
 - c. Town of Duluth Zoning Ordinance and Comprehensive Land Use Plan.
 - d. Minnesota Statutes and other agency plans and regulations pertinent to Zoning and Land Use.
 - e. Procedure for recording documents with the St. Louis County Recorder's Office.

Duties and Responsibilities:

1. Planning Commission Meetings
 - a. Post meetings that are outside normal meeting times.
 - b. Set up room for Commission meetings and provide needed meeting materials for Commission members and the public
 - c. Commission Members: Maintain record of attendance and of member terms.

- d. Minutes: Take minutes at all Commission meetings, prepare draft minutes for approval by Commission, post approved minutes on the Town website.
- e. Prepare a summary of Planning Commission meetings for publication in the Town Newsletter.

2. Applications and Permits

- a. Review and process Planning applications. Work with applicant to complete application if needed. *(In coordination with Planning Director and Town Clerk.)*
- b. Coordinate with agencies that Duluth Township cooperates with for issuing permits (e.g., St. Louis County and Duluth/North Shore Sanitary District).
- c. Issue approved permits by email or mail
- d. Update or create permit applications as needed.
- e. Coordinate with and assist Planning Director on zoning enforcement actions.

3. Public Hearings

- a. Meet notification and posting requirements.
- b. Communicate with applicant re: Public Hearing.
- c. For Community Participation Reports for CUPs, coordinate with the applicant.
- d. Prepare PowerPoint presentation for the hearing.
- e. Collect and compile written public comments.
- f. Prepare the Findings of Fact and Decision document for approval by the Commission.
- g. Edit and store audio recording of public hearing.
- h. Maintain electronic and paper files pertaining to the hearing.
- i. File variance and conditional use permits as needed with the St. Louis County Recorder's office.

4. Data Maintenance, Analysis, and Requests

- a. Maintain computer, paper, and cloud files for Planning and Zoning activities.
- b. Evaluate and fulfill record requests.
- c. Zoning Ordinance: Incorporate amendments as adopted. Maintain a list of needed updates.

- d. Maintain databases of permits.
 - e. Analyze data pertaining to land use, permits, variances, and conditional uses.
5. Services to the Public and Interagency Coordination
- a. Respond to inquiries regarding Planning & Zoning concerns.
(In coordination with Planning Director and Town Clerk.)
 - b. Provide Land Use Permit information to St. Louis County Assessor's Office and U.S. Census Bureau.
 - c. Provide permit and permit application information to St. Louis County, DNSSD, and MN DNR as outlined in the Zoning Ordinance.
 - d. Coordinate with the Clerk's Office to maintain Planning pages on the Township website.