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POSITION VACANCY ANNOUNCEMENT

City of Seguin

"An Affirmative Action/Equal Opportunity Employer"

PLANNING ASSISTANT

1492

11/18/16

This position performs a broad range of administrative duties for the Director and Assistant Director of Planning/Building Codes to include: performing research; preparing reports and correspondence; scheduling meetings and appointments; maintaining records; and ordering supplies. Responsible for intake and tracking of planning-related applications. Attends public meetings after normal business hours and prepares minutes for Boards and Commissions. Exercises judgment regarding procedures and processes.

Requires H.S. Diploma or G.E.D., plus five years of progressively responsible administrative experience; experience in governmental services, particularly planning and public policy is preferred. Must be able to use a personal computer, type 50 w.p.m. and be proficient with Microsoft Word, Excel, Powerpoint, MS Project, Access, or similar computer programs; must have good oral and written communications skills, have ability to interact well with the general public and be knowledgeable of office practices and the use of common office equipment. Certification as a Notary Public is desirable.

Must be able to successfully complete pre-employment drug screen. Starting salary is \$16.98/hour. Applications accepted at City Hall, 205 N. River, Seguin, Texas 78155. 830-401-2473. Position open until filled. www.seguintexas.gov AA/EOE