

CITY OF OMAHA GENERAL JOB DUTIES PART-TIME/SEASONAL

No. 9786

PLANNER ASSISTANT

NATURE OF WORK

The incumbent will be responsible for providing a wide range of administrative and management support on various projects associated with the Planning Department. This also includes assisting in grant administration.

ESSENTIAL FUNCTIONS (Any one position may not perform all of the duties listed, nor do the listed examples include all of the duties that may be performed in positions allocated to this class. Also, the duties are not necessarily listed in order of importance or frequency of performance.)

Assisting with the development, implementation, and coordination of various activities and projects associated with grant programs.

Develop various departmental reports and perform analysis on an as needed basis.

Assist with the management of monthly and quarterly reporting requirements related to grant requirements.

Conduct research in areas such as energy efficiency and conservation forums.

Develop and maintain communication with project managers and program participants

Providing administrative support for the daily operations of programs, including scheduling; developing a complex filing system; assisting with the coordination of logistics for meetings and sponsored events.

Performs other duties as assigned or as the situation dictates within the scope of this classification.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of the basic functions of Microsoft Word, Powerpoint, and Excel; and webware such as Project Management tools, Webinar presentation tools, Facebook, or web page management software.

Knowledge of graphic design, newsletter design, web design, or editing skills.

Knowledge and familiarity with the Greater Omaha area.

Knowledge in the area of community organizing and/or environmental activism.

Skill in preparing written documentation.

Strong communication ability to include writing and public speaking.

Ability to understand oral and written instructions.

SPECIAL QUALIFICATIONS

Must possess a Bachelor's Degree or be a currently enrolled graduate or undergraduate student in Planning, Engineering, Environmental Studies, Biology, or other related field and must have some related work experience,

OR

An equivalent combination of training and experience.

EQUIPMENT OPERATION (Any one position may not use all of the tools and equipment listed nor do the listed examples comprise all of the tools and equipment that may be used in positions allocated to this classification.)

Computer
Calculator
Typewriter
Copier
Telephone
Camera
Fax Machine
Plat Maps
Light Table
Aerial Photographs
Drafting table