

**SOUTHWESTERN WISCONSIN
REGIONAL PLANNING COMMISSION**

Job Description Form



Employee Name	Jennifer Ginter-Lyght		
Job Title	Planning Assistant		
Reports to	Ron Niemann	<i>Title</i>	Community Planning Program Manager
Is a driver's license required for this position? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Type of position: <input type="checkbox"/> Full-time <input checked="" type="checkbox"/> Part-time <input type="checkbox"/> Intern	Hours <u>30</u> / week <input type="checkbox"/> Permanent <input checked="" type="checkbox"/> LTE	
JOB SUMMARY			
The planning assistant provides direct administrative support to a number of community planning projects. The planning assistant also provides general administrative duties as well as other office functions.			
WORK OBJECTIVES			
Describe the work objectives. List them in descending order of importance. Include time allocation for objectives.			
Objectives			Time Allocation (%)
Assembles and distributes community planning materials for local jurisdictions. This would include formatting, copying, collating, binding and mailing documents.			30
Under the direction of the Office Manager, coordinates the use of all fringe benefits. This includes processing of timesheets, maintaining fringe benefit records and updating personnel folders.			15
Under the direction of the Executive Director, assists with personnel issues; i.e. updates to policy manuals, staff communication and recruitment.			15
Perform administrative duties as requested by supervisor or Executive Director, including, but not limited to, typing, filing, mailing, etc.			10
Under the direction of the Executive Director, create and distribute Commission publications.			10
Organizes any and all materials relating to administrative and community planning meetings. If needed, prepares and mails materials prior to meeting and/or records minutes during			5
Maintains contact information for administrative and community planning programs.			5
Provide computer and technical support to staff or contract outside assistance.			5
Gather and chart data for community planning programs and Commission projects.			5
The above statements are intended to describe the general nature and level of work being performed. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.			
I have read and understand that the statements and time estimates above and on attachments are a description of the functions assigned by my position.			
SIGNITURE OF EMPLOYEE			DATE:
SIGNITURE OF SUPERVISOR			DATE:
SIGNITURE OF EXECUTIVE DIRECTOR			DATE: