

NECESSARY APPLICANT TRAITS:

- Analyze situations quickly and make independent decisions based on sound reasoning, good judgment, established procedures and proper interpretation of City ordinances.
- Ability to perform duties independently and with initiative.
- Ability to work in a fast paced environment, while being able to maintain a professional and courteous attitude.
- Effectively carry out the activities of enforcement of the City of Trinidad ordinances.
- Ability to deal with the public in a calm, constructive, and reasonable manner.
- Demonstrate strong organization skills and a willingness to be pro-active and accept new challenges.
- Ability to handle multiple tasks simultaneously with frequent interruptions.
- Excellent communication skills both oral and written.
- Ability to use computer word processing, spreadsheet, and database software to prepare documents.
- Establish effective working relationships with peers and supervisors.

QUALIFICATIONS:

- High school graduation or GED equivalent.
- Two years of hands-on administrative support experience or any equivalent combination of training and experience that provides evidence that the applicant possesses the Necessary Applicant Traits and can perform the Essential Duties and Responsibilities.
- Must possess a valid current state-issued driver's license and not be under suspension, revocation or denial nor have any prior alcohol related driving offenses within the last five years.
- Successful candidates must pass a background investigation and drug screen prior to employment.

TOOLS AND EQUIPMENT USED:

Personal computer, Microsoft Office Suite, and databases; phone; fax and copy machine.

WORKING CONDITIONS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Position requires prolonged sitting, standing, walking, reaching, twisting, turning, kneeling, bending, squatting, and stooping in the performance of daily activities. The position also requires grasping, repetitive hand movement and fine coordination in preparing statistical reports and data using a computer keyboard. Additionally, the position requires near and far vision in reading correspondence and statistical data and using a computer. Acute hearing is required when providing phone and personal service, and speech sufficient to communicate in a group setting without the aid of a microphone. The noise level in the work environment is usually quiet to moderate.

The employee must be able to lift and/or move up to 25 pounds frequently. Specific vision abilities required by this job include close/distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

INTERPERSONAL COMMUNICATION:

Requires the ability of speaking and/or signaling people to convey or exchange information. Includes giving assignments and/or directions to co-workers or assistants.

LANGUAGE ABILITY:

Requires the ability to read a variety of informational documentation, directions, instructions, and methods and procedures related to the job of Planning Administrator. Requires the ability to write reports with proper format, punctuation, spelling and grammar, using all parts of speech. Requires the ability to speak with and before others with poise, voice control, and confidence using correct English and a well-modulated voice.

INTELLIGENCE:

Requires the ability to learn and understand basic to complex principles and techniques; to make independent judgments in absence of supervision; to acquire knowledge of topics related to the job of Planning Administrator.

VERBAL APTITUDE:

Requires the ability to record and deliver information to supervisors and officials; to explain procedures and policies; and to follow verbal and written instructions, guidelines and objectives.

NUMERICAL APTITUDE:

Requires the ability to utilize mathematical formulas; add and subtract totals; multiply and divide; determine percentages; determine time and weight; and utilize statistical inference.

MOTOR COORDINATION:

Requires that ability to coordinate hands and eyes in using automated equipment.

MANUAL DEXTERITY:

Requires the ability to handle a variety of items, equipment, control knobs, switches, etc. Must have the ability to use one hand for twisting or turning motion while coordinating other hand with different activities. Must have average levels of eye/hand/foot coordination.

INTERPERSONAL TEMPERAMENT:

Requires the ability to deal with people (i.e. staff, supervisors, general public and officials) beyond giving and receiving instruction such as in interpreting departmental policies and procedures. Must be adaptable to performing under minimal stress when confronted with an emergency related to the job of Code Compliance Officer.

PHYSICAL COMMUNICATION:

Requires the ability to talk and/or hear: (talking - expressing or exchanging ideas by means of spoken words.) (Hearing – perceiving nature of sounds by ear).

BENEFITS:

Major medical insurance coverage
Sick leave and paid vacation
Retirement plan

APPLICATION DEADLINE:

Applications can be obtained from the Human Resources Department at City Hall, 135 N. Animas Street, Trinidad, CO 81082, downloaded from our website, www.trinidad.co.gov, and submitted to HR@trinidad.co.gov or submitted to the Colorado Workforce Center, 140 N. Commercial St, Trinidad, CO 81082. First application review will be April 11, 2016, however applications will be accepted and reviewed until the position is filled.