

Administrative Assistant, Community Development

DEPT: Community Development
DIV: Planning and Zoning
DATE: July 2016

FLSA: Non-Exempt
EEOC: Admin Support



POSITION SUMMARY

Performs a variety of **full performance, routine administrative and complex clerical duties** as needed to expedite the delivery of community development programs and services. Follows established processes and procedures. Provides backup to other Planning clerical functions.

SUPERVISION RECEIVED

Works under general supervision from the Community Development Director.

SUPERVISION EXERCISED

None.

ESSENTIAL FUNCTIONS

General: Acts as receptionist; answers phone and routes calls; takes and relays messages; provides information to inquiring parties; responds to general questions related to department functions ; composes letters, reports, memos, minutes or other general correspondence; composes routine letters and informative notices; maintains petty cash accounts; monitors and purchases office supplies as needed; initiates calls for technical and outside services for equipment maintenance.

Monitors department calendar to assure against conflicts; advises personnel of meeting requirements; monitors deadlines for special activities such as hearings, legal notices, mailings, postings, etc.; apprises commission and/or board members of meeting schedules and posts notices to state and city websites.

Performs document filing and maintenance; receives and processes records, applications, appeals, reports and various documents related to the legal obligations and functions of the department; purges records according to established guidelines and regulations.

Operates personal computer and various software applications for word processing, records maintenance and data input.

Planning & Zoning: Serves as secretary to the Planning Commission, attends planning commission meetings and regular staff meetings; takes minutes of proceedings; transcribes minutes and produces permanent records; distributes minutes for review and approval.

Prepares annual meeting schedule and distributes copies to interested parties or as required; prepares meeting agenda on a timely basis to meet news media deadlines and adhere to department regulations, distributes agenda; prepare, distribute and issue public notices and letters; scans required information into SIRE for Planning packets; prepares weekly DRC packets; notifies applicants on DRC agenda of scheduled times.

Prepares meeting packets; electronically compiles information and documentation related to agenda items, including maps, letters, reports, etc.

Maintains and distributes log of requests; prepares notices for delivery to adjacent property owners to apprise of proposed or pending actions.

Updates development code books to reflect changes in zoning ordinances and regulations; distributes to multiple departments and updates city website; oversees inventory of copies of Development Code and Specification Books for sale to the public; maintains copies of recorded subdivision plats; maintains street name coordinate list and updates for distribution to Post Office, agencies and city departments.

Business Licensing: Performs customer service; responds to general questions related to business licensing regulations, processes and procedures; identifies variations according to business types and operations; instructs in the completion of application forms and assists with the same; prepares invoice for business licensing fees; assists in resolving conflicts and related enforcement issues; tracks sales tax records to ensure proper licensing status and receipt of sales tax payments; track and bill delinquent fees; ensures current beer license status.

Performs related duties as required.

MINIMUM QUALIFICATIONS

1. Education and Experience:

A. Graduation from high school with course background in secretarial science, general office practice and procedures; plus one (1) year of specialized training related to above duties;

AND

B. Two (2) years of responsible experience performing above or related duties;

OR

C. An equivalent combination of education and experience.

2. Knowledge, Skills, and Abilities:

Considerable knowledge of modern office practices and procedures; of grammar, spelling and punctuation; of modern filing systems related to alphabetical and numeric files; personal computer operations and various program applications such as MS Office, Caselle, Express Bill Pay, Smart Gov, SIRE, Granicus, etc.; telephone etiquette, various office machines, i.e.; ten key, copy machine, fax, etc. **Working knowledge** of administrative procedures; of legal processes associated with the maintenance of public records and documents; current codes, standards, safety practices and principles required to meet building standards; planning and zoning codes; interpersonal communication skills, bookkeeping and basic accounting.

Skill in taking and transcribing minutes during live meetings from hand written notes or from recording equipment; computer keyboard operations.

Ability to exercise initiative, independent judgment and to act resourcefully under varying conditions; take shorthand or speed writing; communicate effectively verbally and in writing; ability to establish and maintain effective working relationships with fellow employees, elected officials and other agencies of the public; perform general bookkeeping; establish and maintain comprehensive records and files.

3. Special Qualifications:

Must be able to type 80 wpm.

4. Work Environment:

Incumbent of the position performs in a typical office setting with appropriate climate controls. Tasks require variety of physical activities, not generally involving muscular strain, such as walking, standing, stooping, sitting, reaching, talking, hearing and seeing. Rapid work speed required to perform keyboard operations. Common eye, hand, finger, leg and foot dexterity exist. Mental application utilizes memory for details, verbal instructions, emotional stability, discriminating thinking and some guided problem solving.

Disclaimer: The above statements describe the general nature, level, and type of work performed by the incumbent(s) assigned to this classification. They are not intended to be an exhaustive list of all responsibilities, demands, and skills required of personnel so classified. Job descriptions are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, delete, or modify any and/or all provisions of this description at any time as needed without notice. This job description supersedes earlier versions.

I _____ have reviewed the above job description. Date: _____

(Employee)