



Community Development Administrative Assistant II

Job Title: Administrative Assistant II

Department: Community Development

Reports to: Director of Community Development

Pay Grade/Salary Range: G - \$20.43/hour

Position Type: Part-time/28 hours per week

Position Summary

The Administrative Assistant independently performs various responsible clerical duties typically required by permitting, plan review, and code enforcement.

Essential Functions

- Responds to public inquiries relating to Community Development services in-person, by phone, and electronically; handles questions and matters of a more technical nature; responds professionally to citizen concerns.
- Answer phones, redirect incoming calls, and distribute mail.
- Type, proofread, and edit content of documents.
- Organize and maintain the department's filing system, including applications, plans, plats, and reports.
- Maintains departmental calendars and schedules, including scheduling of inspections and meetings.
- Assist with mailing informational notices and packets to agencies and residents.
- Assist in preparing meeting packets for the Planning and Zoning Commission, Board of Zoning Adjustment, and Historic Preservation Commission meetings.
- Assists the Permit Technician with permit applications, reviews them for completeness and errors, enters data into a computerized tracking system, and routes them for review.
- Answer general questions about building and zoning codes and provide customers copies of plans, maps, and other documents.
- Assists the Community Development Director with annual budgeting and budget tracking, purchasing, and bill payment.

- Performs related tasks as required.

Knowledge, Skills, and Abilities

- Strong customer service skills.
- Ability to effectively communicate with the public via telephone, in-person, and electronic means.
- Some knowledge of building permits and city planning processes is preferred but not required.
- Knowledge of Microsoft Office Suite with competence in Word, Excel, and Outlook.
- Ability to use modern office equipment.
- Ability to handle multiple tasks and interruptions.
- Ability to establish and maintain effective working relationships with the public, coworkers, and elected officials.
- Ability to attend evening meetings up to 3-4 times monthly.

Qualifications

- High school diploma or equivalent.
- 2 years of experience in an office setting.
- Any equivalent combination of education and experience will be considered.

Work Environment

Work is primarily performed in an office environment with a public-facing counter.

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