

JOB DESCRIPTION**Town of Ashland City
Administrative Assistant of Building &
Codes and Technology**

CLASSIFICATION TITLE:	Administrative Assistant of Building & Codes and Technology
DEPARTMENT:	Building & Codes and Technology
REVISION DATE:	06-24-2022
REPORTS TO:	Building & Codes Director/IT Director
EMPLOYMENT STATUS:	Full time
FLSA STATUS:	Non-Exempt
PAY RANGE:	Pay Grade Level 4

JOB SUMMARY

This employee is under the general direction of the Building and Codes Director and the Technology Director. The employee is responsible for performing highly responsible administrative and secretarial services, including but not limited to, accepting applications, and collecting fees for permits, answering inquiries regarding building and codes issues, providing help desk support for tier 1 IT issues, maintaining records, preparing reports and correspondence, scheduling inspections, and overseeing both offices.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- To meet and greet the public and serve our customers.
- Maintains a professional image by performing duties in a courteous manner and exhibits excellent customer service.
- Assists on new computer and/or device installations.
- Receives and screens phone calls.
- Assists customers with applications, permits, and various tasks.
- Processes all building permits and schedules inspections.
- Performs basic problem solving and assistance on various software applications.
- Reviews completed forms for signatures and proper entries.
- Maintains electronic and paper records of the IT and the Building and Code Department.
- Follows up with building permit applicants and addresses concerns.
- Manages all calendars for the IT and Building and Code Department.
- Prepares all necessary documents for Planning Commission, Planning and Future Growth, and BZA meetings.
- Manages and maintains the IT ticketing system
- Attends all Planning Commission and BZA Meetings as Secretary and records minutes.
- Attends all Planning and Future Growth meetings as Secretary and records minutes.
- Maintains records of Planning Commission and BZA members.
- Manages all passthrough invoices for construction.
- Prepares all reports and correspondence.

- Maintains adequate inventory of office supplies and orders supplies as needed.
- Assists both departments with budget preparation.
- Enforces departmental policies and procedures.
- Maintains currency of knowledge with respect to technology, building and codes, and applicable laws.
- Must obtain the Permit Technician Certification with ICC.
- Attends preconstruction meetings as needed.
- Attends other meetings as requested.
- Other duties as assigned.

QUALIFICATIONS

- Graduation from an accredited high school or GED equivalent.
- Experience with Tyler, Municode, or iWorQ preferred.
- Two (2) plus years of experience in a similar role.
- Knowledge of a wide range of technology systems and support.
- Ability to analyze and resolve basic computer systems.
- Must have a valid Tennessee Driver's License.
- May be required to work overtime, or alternate hours, as necessary for the efficient operation of the department.
- Must be able to travel as required for training or other related operations.
- Must be knowledgeable/efficient in Microsoft Office Suite.
- Must be able to pass drug test.

USUAL PHYSICAL DEMANDS

- Requires sedentary work that involves walking or standing
- May include heavy lifting up to 20 lbs. such as files, boxes of paper, office equipment, etc.

EMPLOYEE AWARENESS

- Implement and assure adherence to The Town of Ashland City policies and procedures regarding Equal Employment Opportunity.
- Adheres to The Town of Ashland City initiative on business ethics and conduct.
- Adheres to federal/state laws and relations regarding MSDA, OSHA and EPA compliance.
- Adheres to all departmental policies and procedures.

This is not necessarily an exhaustive list of all responsibilities, skills, duties, requirements, efforts or working conditions associated with the job. While this is intended to be an accurate reflection of the current job, management reserves the right to revise the job, or to require that other, or different tasks be performed when circumstances change (i.e., emergencies, changes in personnel or workload, etc.).

MANAGEMENT APPROVAL

Department Head's Signature

___/___/___
Date

Human Resource Director's Signature

___/___/___
Date

EMPLOYEE UNDERSTANDING AND AGREEMENT

Employee's Signature

___/___/___
Date