

~~ADMINISTRATIVE ASSISTANT~~ ~~—ENGINEERING/COMMUNITY DEVELOPMENT~~ COORDINATOR

POSITION SUMMARY

~~This position is responsible for coordinating the City's building permit processes, managing associated financial transactions, and maintaining accurate and compliant records. The position also oversees the sale and recordkeeping of City-owned cemetery plots, mausoleum crypts, and niches. Work requires a high level of accuracy, attention to detail, and discretion in handling financial and public information. This position provides administrative and secretarial support for designated staff members. Independent judgment is required to plan, prioritize, and organize diversified workload, recommends changes in office practices or procedures. Requires excellent oral and written communication. Coordinates closely with other city departments.~~

RESPONSIBILITIES

Essential Duties:

- Provides administrative support to designated staff members.
- ~~Assist with presentation, preparation of materials and public notices for meetings.~~
- ~~Attendance at night meetings may be required. Manages sales, documentation, and records for City-owned cemetery plots, mausoleum crypts, and niches, including financial transaction handling and public inquiries.~~
- Attends departmental coordination meetings, prepare agendas, take and prepare minutes and provide administrative support for Boards, committees and City staff.
- ~~Performs extensive data entry and record maintenance to ensure data integrity across multiple software systems. Maintains project summaries and status worksheets.~~
- Answers and directs public calls and customers for the department.
- ~~May assist department head with annual city budget preparation.~~
- ~~Coordinates and administers all building permit processes, ensuring accuracy, compliance, and proper fee collection. Prepares and administrates department specific permits.~~
- Maintains and updates filing systems.
- Prepares general correspondence, memos, reports, spreadsheets, etc.
- Tracks project funding sources and expenditures.
- ~~Prepares and handles mailing, mass mailings. Prepares Request for Qualifications and Proposals.~~
- ~~Assists in contract competitive bidding process. Prepares bid tabulation worksheets.~~
- Assembles and handles highly confidential and sensitive information.
- ~~Organizes and files political agency contracts with outside parties~~
- ~~Maintains and provides safekeeping of documents, files, data imaging and databases for various committees and departments.~~
- Review and process a variety of department level accounting related information to include accounts payable, accounts receivable, pay estimates, permit and license fees, and cash receipts.
- Provides back-up to other departments as needed.
- ~~Tasks are multiple and diverse with some interrelationship across processes.~~

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- ~~Handles some unrelated functions. Work requires the direct application of a variety of procedures, policies, and/or precedents.~~
- Performs other duties of a similar nature as required.

Knowledge, Skills And Abilities: (position requirements at entry):

- ~~Strong customer service and interpersonal communication skills, including the ability to handle sensitive or complex inquiries professionally. Customer service techniques and skills.~~
- ~~Excellent communication skills and phone etiquette.~~
- Familiarity with City geography and street locations.
- Knowledge of department specific terminology and applications.
- ~~Excellent attention to detail and data accuracy. Ability to maintain accurate files and records.~~
- ~~Ability to manage multiple priorities, meet deadlines, and adapt to changing workloads.~~
- Ability to prepare written communication, type memos, reports and letters.
- Proficiency in Microsoft Office Suite and other relevant software applications.
- ~~Ability to track and monitor expenditures.~~
- Ability to use computers and related software applications. Ability to use various office equipment.
- ~~Ability to interpret and apply policies, procedures, and applicable codes or ordinances. Ability to perform basic mathematical calculations.~~
- Ability to provide a high level of confidentiality and exercise sound judgment.
- ~~Ability to gather and compile data.~~

Judgment/Decision Making:

- ~~Performs tasks and duties under general supervision, using established policies and procedures and some innovation.~~
- ~~Chooses from limited alternatives to resolve problems.~~
- ~~Occasional independent judgment is required to complete work assignments.~~
- ~~Often makes recommendations to work procedures, policies, and practices. Refers unusual problems to supervisor.~~

RELATIONSHIPS

Leadership/Supervisory Responsibilities:

- ~~No supervisory responsibility.~~

Relation to Others:

- ~~Regular and substantial contact with others, usually involving discussion related to the interpretation of policies or rules. May handle sensitive or complex information.~~
- ~~Will include fielding telephone calls, receiving and directing visitors/customers.~~
- ~~Assesses and diffuses problem situations which requires influencing others to reach consensus. Explores alternative and creative solutions to meet the needs of customers.~~

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SKILLS

Education and Experience (position requirements at entry):

- Requires High School Diploma or General Equivalency Degree (G.E.D)
- Two years of administrative assistant experience or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job.

Special Requirements (position requirements at entry):

- Valid Driver's License
- ~~Computer literacy and excellent proficiency with Microsoft Office.~~
Building and Codes).
- ICC Certification as a International Permit Technician within 12 months of hire (for Building and Codes).

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WORKING CONDITIONS

Environment:

Positions in this class typically require: sitting, stooping, kneeling, reaching, standing, walking, fingering, grasping, talking, hearing, seeing and repetitive motions. Sedentary Work: Exerting up to 50 pounds of force occasionally and/or a negligible amount of force frequently. Sedentary work involves sitting and working at a computer most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met. Work related travel is minimal.

Grade: ~~Grade 11 (G-11)~~G12

FLSA: Non-Exempt

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Approve by Commission:

Updated: 08/12/2020, 12/02/2020, 3/29/2023 by Josh Skluzacek, HR Nameniuk, 6/16/2025 updated grade to match new pay scale – NT. 10/24/25 updated by Josh Skluzacek, HR Nameniuk change title, reclassify to grade 123.