



STAFF REPORT
City of Dripping Springs
PO Box 384
511 Mercer Street
Dripping Springs, TX 78602

Submitted By: Shane Pevehouse, Building Official

Council Meeting Date: 3 June, 2025

Agenda Item Wording: **Discuss and consider approval of the Administrative Assistant (Building Department) Job Description.**

Agenda Item Sponsor: Mayor Foulds

Summary/Background: The City hired a new full-time Environmental Health Inspector in May of 2024 to work in the Building Department. The new Inspector has been overwhelmed with the volume of administrative work required for Mobile Food Units and Temporary Event permits while simultaneously modernizing the department to be compliant with State requirements and processing On-Site Sewage Facility (septic) and health-related permits. In an effort to reduce customer wait times and allow the inspector to focus on plan reviews and inspections, I am asking for an Administrative Assistant that can assist with the Environmental Health Department (EHD) specifically and Building Department admin functions in general. The Administrative Assistant will focus solely on EHD requirements, processes, and operations until customer wait times meet Building Department standards. As the volume of health-related work becomes less demanding, the Administrative Assistant will perform general administrative duties for other functions within the department, to include processing building permits and records requests, conducting residential lighting inspections, scanning historical documents, drafting documents, ordering supplies, etc. This transition from EHD only to EHD and general Building Department assistance should occur within 3 to 6 months. The budgeted salary for the open Permit Technician position will be used to fund this new position. The hiring pay will be \$22-\$25/hour. If approved, the Finance Department will replace the fourth Permit Technician line item with the proposed Administrative Assistant (Building Department) position.

Commission
Recommendations:

**Recommended
Council Actions:**

Recommend Approval

Attachments:

Administrative Assistant (Building Department) job description

Next Steps/Schedule:

Send to Human Resources Director for finalization and posting