



Development Services Assistant II

Under general direction of the Department Director or the assigned designee, the Development Services Assistant provides support to management and employees for the Development Services Department through a variety of tasks related to the organization. Assists with Permit Technician related duties when workloads and/or staffing levels necessitate assistance. This may include issuing various permits, processing inspection requests, specialized clerical and customer service functions in support of the operations of the Development Services Department.

Reports to:

Department Director

Hourly Rate:

\$23.31- \$25.10

Exempt:

Yes

Essential Functions:

Duties include, but are not limited to:

NOTE: Regular attendance is considered an Essential Function for this position.

- Provide comprehensive administrative assistance to the Management staff in the City's department.
- Schedule, coordinate, and prioritize internal and external appointments and meetings.
- Oversee daily office operations; prepare correspondence; assist in maintaining Department web postings; maintain paper and digital filing systems.
- Helps the department to achieve its mission by coordinating processes associated with work specific to the department, such as using standards, criteria, contracts, bid proposals and agreements.
- Obtain equipment, services, and supplies needed by the department by maintaining an inventory of office supplies, purchased equipment, furniture, etc., while adhering to the City's Purchasing Policy through the Finance Department.
- Provide support for Boards/Commissions/Committees assisting with meeting agenda preparation; record meeting minutes; assist with member recruitment; maintain and update members information.
- Handle specially assigned administrative activities.
- Convey a positive professional image by action, communication, and appearance.
- Assist in maintaining permit files, records of inspections, correspondence, and various certificates of occupancy issued. Maintains computer database of permit logs, updates information, and provide reports as needed.
- Process invoices, purchase orders, credit card transactions, fuel receipts, check requests, refunds, and other financial documents for the department.

Qualification Requirements:

- Typical administrative practices and processes associated with local government offices or functions or possess ability to acquire and put such knowledge into practice.
- General computer operations, specifically familiarity of Microsoft Office software.
- Office machines, such as scanner, computer, copier and fax machine; and of office practices and procedures.
- Able to maintain a pleasant and courteous demeanor working in a fast-paced environment.
- Establish and maintain an effective working relationship with all levels of management, City officials, vendors, other employees, and the general public.
- Communicate effectively in person, by telephone, and by e-mail with all levels of management, City officials, vendors, other employees, and the general public.
- Meet deadlines and perform multiple tasks under pressure
- Effectively respond to a stressful or high-pressure environment.
- Work in a multi-task environment.
- Basic ability to read and requires the basic knowledge of grammar and spelling.
- Basic mathematical, in order to calculate fees, work hours and sufficient math to complete reports and basic bookkeeping skills.
- Able to perform multiple tasks efficiently and applies knowledge of procedures to fulfill essential job duties.
- Ability to organize, prioritize, and carry out office work with minimal supervision.
- Maintain a professional appearance and attire.

Education/Experience Required:

- High School diploma/GED required.
- Education requirements include an associate degree or equivalent in public or business administration, or related field.
- Two (2) years of experience in administrative work preferably in a municipality or any equivalent combination of education, training and experience that demonstrates the ability to perform the duties of the position.

Other Requirements:

- Valid Texas Class C Driver's License with satisfactory driving record, as defined by City policy.
- Proof of citizenship and/or eligibility to legally work in the United States.
- Must submit to and pass a pre-employment drug test.

Preferred Certification/Experience

- First Aid and CPR/AED
- Notary Public Certification
- Plan Review

Supervisory Responsibilities:

No

Working Conditions:

The work condition characteristics describe here are representatives of those an employee encounters while performing the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Work is confined mainly to an office setting.
- May include flexible hours, including weekends, holidays and some after-hours work or overtime work in response to emergencies.
- Stressful situations are inherent to this position.
- Work may occasionally require travel, including over-night stays, involving training, and conducting City business.

Physical Requirements:

The physical requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Must be able to sit or stand for long periods answering phones, performing keyboarding, computer work, filing, copying and other administrative work.
- Must possess general manual dexterity to operate computer, office machines, perform filing or other office functions; and reach with hands or arms.
- Must be able to move about office, bend or stoop, retrieve files, lift books or other materials, use stepstools and stepladders to store and retrieve items of various sizes, shapes and forms weighing up to 50 pounds.
- Must be able to handle stressful situations.
- Must possess mental acuity for attention to accuracy and detail.
- Must see in the normal visual range with or without correction.
- Must hear in the normal audio range with or without correction.

Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time.

This description reflects management's assignment of essential functions; it does not proscribe or restrict the tasks that may be assigned.

This job description is subject to change at any time.

City of Manor is committed to compliance with the American Disabilities Act & Accommodations Act. If you require reasonable accommodation during the application process or have a question regarding an essential job function, please contact the Human Resources Department at (512) 272-5555.

The City of Manor is an Equal Opportunity Employer