



Job Title:	Building Official Assistant		
Department/Group:	Building Department	Supervisor:	Building Official
Location:	Madeira Beach City Hall 300 Municipal Drive Madeira Beach, FL 33708		
Level/Salary Range:	15.00 per hour	Position Type:	Full Time
HR Contact:	Karen Paulson	Date Posted:	1/30/2019
External Posting URL:	www.madeirabeachfl.gov	Posting Expires:	Open until filled
Applications Accepted By:			
FAX OR E-MAIL: (727) 399-1131 OR humanresources@madeirabeachfl.gov Subject Line: Admin Asst. to the Building Official Attention: Human Resources – Recruiting		MAIL: City of Madeira Beach 300 Municipal Drive Madeira Beach, FL 33708	
Job Description			
ROLES AND RESPONSIBILITIES: Responsible and advanced clerical work, which includes administrative responsibility in a major department. Acts as a personal assistant and/or aide to the Building Official within the Building Department. Performs duties of an administrative aide nature for the Building Official, i.e., electronic scanning & filing, MUNIS reports, organize & process different types of construction documents.. Participates in the work of the Director such as interviewing office visitors and issuing information regarding the services or operation of the building department. Keeps calendar and schedules appointments. Prepares forms, correspondence or memorandums independently and composes letters. Sets up and maintains files. Files letters, reports, and related technical information in the prescribed manner. Creates reports and collates data utilizing a personal computer. Receives and screens callers. Refers callers to other employees, officials, or departments. Assists and offers direction to other clerical staff as needed. Processes purchase orders for the department as needed. Maintains and/or orders office supplies as needed. Knowledge of the overall functions and operations of the building department. QUALIFICATIONS AND EDUCATIONS REQUIREMENTS: Associate's Degree and a minimum (2) two years' experience in the construction field including on-site construction experience <u>or</u> graduation from high school or possession of an acceptable equivalency diploma <u>and</u> four years of on-site construction experience required. Communication, correspondence & field experience with Architect's, Engineer's, General Contractor's and property and/or homeowners experience preferred. KNOWLEDGE / SKILLS / ABILITIES: Knowledge of basic office skills and construction job-site concepts. Ability to read and interpret blueprints, plans and other construction documents. Ability to establish and maintain effective working relationships with the public and other City employees. Ability to deal with the public effectively, courteously, and tactfully.			



Ability to analyze administrative problems, to make sound recommendations for solutions and to prepare effective work procedures.

Ability to express oneself logically and concisely, orally, and in writing.

ENVIRONMENTAL CONDITIONS:

Performance of essential functions may require exposure to adverse environmental conditions including construction job sites, such as dirt, dust, pollen, odors, wetness, humidity, rain, temperature extremes, electric currents and d construction site hazards.

ADA COMPLIANCE:

The City of Madeira Beach, Florida is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, and will provide reasonable accommodations to qualified individuals with disabilities and Encourage both prospective and current employees to discuss potential accommodations with the employer.

ADDITIONAL NOTES:

The statements noted above are intended to describe the general nature and level of work being performed and are not to be construed as a comprehensive list of responsibilities, duties and skills required. These statements are subject to change at the discretion of the employer.

Cover letters and resumes may be included but are not accepted in lieu of application *form*.

All applications will become public record under Florida law.

AA/EOE/DFWP

Recruitment is open until position is filled.

Submit complete application for employment to:

Karen Paulson, Financial Coordinator

City of Madeira Beach

300 Municipal Drive, Madeira Beach, FL 33708