



Community Development Administrative Assistant

Department: Community Development

Supervisor: Building Official

Location: City Hall

FLSA Status: Non-Exempt

Position Summary

The Administrative Assistant in the Building department will be responsible for assisting in the rental inspection program, nuisance abatement, building inspection, and housing needs within the community of Oelwein. The Administrative Assistant will be the expert on rental housing in Oelwein and understand resources for rental property owners and future rental property owners. The Administrative Assistant will work with Upper Explorerland's housing initiatives and the North East Iowa Housing Trust Fund to ensure the City of Oelwein and those that we serve, are utilizing these resources for rental property initiatives. The Administrative Assistant will work with the Building Official/Zoning Administrator and the Code Enforcement Officer to ensure they are being supported in their daily capacity.

Essential Duties and Responsibilities

- Assist in the City's Rental Inspection Program.
- Works directly with the Building Official/Zoning Administrator and the Code Enforcement Officer
- Works with Upper Explorerland and North East Iowa Housing Trust Fund on all programs, that may impact rental housing, in Oelwein
- Prepares documents, letters, and filings for the Building Department
- Updates the city's database on rental inspection, and building permits
- Prepares items for Boards, Commissions, and City Council

Organizational Responsibilities

- Applies high ethical standards, such as honesty, responsibility, and trustworthiness, at all times.
- Answers inquiries promptly by phone, email, in writing, and in person
- Demonstrates a high level of initiative, effort, attention to detail, and commitment by completing assignments in a timely and effective manner
- Provides friendly, prompt customer service at all times, to both internal and external customers.
- Facilitates cooperation, trust, and teamwork with coworkers, supervisors, and other employees throughout the organization
- Follows organizational policies and procedures with minimal supervision, and complies with all applicable local, state, and federal regulations as they relate to each job.
- Completes all required safety trainings/classes in a timely manner

Requirements

Knowledge, Skills, and Abilities



- Must have the ability to manage multiple projects and prioritize workload in a timely and effective manner
- Must be able to communicate effectively using both written and oral methods
- Must possess strong computer skills, including basic Microsoft applications
- Must possess strong public relations skills, as well as strong written and verbal communication skills
- Utilizes personal computers, smart phones, common business equipment, and various software applications as they pertain to each job
- Must possess and maintain a valid Iowa driver's license

Experience and Education

- Graduation from High School or GED supplemented by additional course work in office management and data processing; and
- Associate degree or its equivalent preferred, not required
- Considerable experience in the performance of clerical and secretarial duties; or
- Any equivalent combination of experience and training which provides the knowledge and abilities necessary to perform the work

Physical, Mental, and Visual Effort

- Requires the following with or without reasonable accommodation:
- Sufficient clarity of speech and hearing, which permits the employee to communicate effectively;
- Sufficient vision, which permits the employee to operate equipment and tools;
- Sufficient manual dexterity, which permits the employee to operate equipment;
- Sufficient personal mobility, which permits the employee to access office files and visit and distribute materials to other City offices.

Working Conditions

- Primarily works in an office environment with controlled temperatures and limited exposure to loud noises or unusual smells.
- Occasional exposure to heat and cold, with rare exposure to wetness.

Disclaimer

The above information is intended to describe the general nature and level of work to be performed by employees in this position. It is not intended to be an exhaustive list of all duties, responsibilities, requirements, and working conditions. The company reserves the right to change or assign other duties to this position as needed and as deemed appropriate. Employees holding this position will be required to perform any other job-related duties requested by management. Reasonable accommodations may be made as needed for employees to perform the essential duties and responsibilities and meet the requirements of the position. Except for employees covered by Civil Service and/or a collective bargaining agreement, City of Oelwein employees are considered at-will employees. An employee may terminate his/her employment at any time and the City may also terminate the employee's employment at any time.



Unless otherwise provided by contract or law, all employment with the City of Oelwein is to be considered "at-will".