

Community Development Administrative Assistant



DEPARTMENT: Community Development
Public Works
Administration

DIVISION: Building & Planning
Engineering

SUPERVISOR: Building Official

CLASSIFICATION: Non-Exempt (overtime eligible)

UNION: Yes

CONFIDENTIAL: No

POSITION SUMMARY

Supports the Building, Planning, and Engineering Divisions by performing various clerical and administrative activities.

SUPERVISION RECEIVED

Works under the general supervision of the Community Development Director.

SUPERVISION EXERCISED

No supervision exercised.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following, but are not limited to:

- **Building Division**
 - Performs routine clerical and administrative work in answering phones, receiving the public, providing customer assistance, cashiering, and data processing.
 - Receives applications for various permits and licenses, routes to appropriate departments, and issues completed permits of building, mechanical, and plumbing.
 - Works with Building Official and **Secretary Permits Technician** in scheduling inspections daily.
 - Assists in management of official City records including filing, data entry, scanning, and creating new/additional files.
 - Assists in the procurement of materials and supplies for the Building Division.
 - Establishes and maintains filing systems, control records and indexes using moderate independent judgment.
 - Obtains information from the City and County records, as assigned.
 - Routes and tracks permits through departments and follows up as needed with customers and departments to ensure permits are processed accordingly.
 - Covers front desk in absence of principle front desk personnel.

- Calculates and performs manual entries of billings for City permits. Processes payments accordingly and as assigned.
- Prepares and sends Building Division notices.

- **Planning Division**
 - Composes, transcribes, types, and edits a variety of reports, correspondence, and other material requiring judgment as to content, accuracy, and completeness.
 - Attends Planning Commission, Historic Landmarks Commission, and joint City Council/Planning Commission meetings to take notes, record meetings, manage refreshments, and ensure audio/video function for broadcasting. These meetings are usually in the evenings and are the primary meetings this position supports.
 - Prepares physical and electronic mailings for land use actions and public hearing notices.
 - Sends physical and electronic legal and other notices for land use actions and other department matters.
 - Prepares packets, forms, agendas, correspondence, and minutes for Planning Commission and Historic Landmarks Commission.
 - Creates and maintains Planning Division hardcopy and digital files.
 - Assists Division staff with routine clerical duties, customer inquiries and overall Division organization and function.
 - Acts as custodian of Division documents and records. Establishes and maintains filing systems, control records, and indexes using moderate independent judgment.
 - Assists in the procurement of materials and supplies for the Planning Division.
 - Assists with coordination, interaction, and function with other departments and agencies.

- **Engineering Division**
 - Assists in capital improvement projects bid process, including but not limited to, managing the Plan Holders List, and notifying bidders of changes, addenda, and assisting Engineering staff in printing and preparing various documents to distribute as needed.
 - Assists Division staff with routine clerical duties, customer inquiries and overall Division organization and function, including but not limited to, preparing various forms of correspondence, arranging meeting locations, type and proofread a wide variety of documents such as letters, notices, agendas, reports, presentations, manuals, public announcements, and brochures.
 - Assists with mailings for public notifications for engineering projects.
 - Receives payments or fees and issues receipts for permits.

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- Administration Department
 - Receives and processes applications for Special Use Permits, requiring coordination with other departments and partner agencies.
 - Assists customers in the use of RecDesk software for parks reservations.
 - ~~○ Attends other boards and commissions meetings, as assigned, to take notes, record meetings, manage refreshments, and ensure audio/video function for broadcasting. These meetings may be in the evenings and are the secondary meetings this position supports.~~
 - ~~○ Assists in the planning and production of the annual Citizens Day in the Park event.~~
- **Administrative Functions**
 - Receives the public and answers questions; responds to inquiries from visitors and when necessary, refers to appropriate persons.
 - Develops and maintains office forms, procedures, and assists with administrative tasks involving customer service and records management.
 - Creates and maintains application forms, brochures/general guidelines for customers to better understand processes, procedures, and general guidelines of Building and Planning Divisions.
 - Schedules and prepares appointments, pre-app meetings and performs other administrative and clerical duties as assigned.
 - Assists in coordination and facilitation of permit processing and other matters between Building, Planning, and Engineering.

PERIPHERAL DUTIES

- ~~• Assists in the planning and production of City employee events.~~
- Performs other related duties as assigned.

MINIMUM QUALIFICATIONS

EDUCATION AND EXPERIENCE

- a. High school diploma equivalent.
- b. 3+ years of increasingly responsible related experience, or any equivalent combination of related education and experience.

KNOWLEDGE, SKILLS, AND ABILITIES

- a. Ability to perform cashier duties accurately
- b. Ability to effectively meet and deal with the public appropriately.
- c. Ability to communicate effectively verbally and in writing.
- d. Ability to handle stressful situations.
- e. Ability to maintain a high level of organization.
- f. Ability to establish successful working relationships.

- g. Ability to be detail-oriented.

PREFERRED QUALIFICATIONS

- Knowledge of State of Oregon Accela online building software.
- General knowledge of government processes regarding Building and Planning.
- General knowledge of Oregon Building codes and Oregon Land Use Planning regulations.
- Previous experience with secretarial tasks, such as data entry, minutes, and mail merge documents.

SPECIAL REQUIREMENTS

- A valid state driver's license.
- Obtain or ability to obtain a Notary Public Commission within six months of hire date.

TOOLS AND EQUIPMENT USED

- Phone, computer, calculator, copy machine, scanner, fax machine, windows based software, Word, Excel, and City vehicle.

PHYSICAL DEMANDS

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

- While performing the duties of this position, the employee is frequently required to sit and talk or hear. The employee is occasionally required to walk, use hands to finger, handle, or operate objects, tools, or controls; and reach with hands and arms.
- The employee must occasionally lift and/or move up to 25 pounds.
- Specific vision abilities required by this job include close vision and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- The noise level in the work area is typical of most office environments with telephones, personal interruptions, and background noise but may be a little loud depending on the day.

EMPLOYEE ACKNOWLEDGMENT

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

I acknowledge that I have received a copy of the **Community Development Administrative Assistant** job description. I understand that it is my responsibility to adhere to the Essential Duties and Responsibilities as outlined within this job description.

My signature below is evidence that I have reviewed and concurred that the above detailed job description appropriately describes the work of the position, including essential job functions, the minimum education and experience required of the position, and the physical demands of the position.

Signatures:

Print Name: _____

Print Name: _____