

# Building and Zoning Administrative Assistant

Dept/Div: *Building and Zoning*

FLSA Status: *Non-Exempt*

## General Definition of Work

Performs intermediate administrative support work assisting the Building and Zoning Administrator and City Administrator with a variety of office assistance and administrative tasks, and related work as apparent or assigned. Work is performed under the supervision of the Building and Zoning Administrator.

## Qualification Requirements

*To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

## Essential Functions

Assists Building Inspector with permits; processes permits and maintains record books and property files for permits issued; prepares monthly report on building permits and new/changed addresses

Assists City Administrator with filing, calendaring and other correspondence

Prepares meeting agenda packets, attends and takes minutes for the Plan Commission monthly meeting; prepares and publishes meeting notice for the Plan Commission meetings

Answers phone; greet visitors, citizens and customers; provides information; forwards calls and directs visitors to appropriate party; general office duties including bookkeeping and filing

Prepares and issues invoices for code violations, planning, utilities, etc.

Purchases office supplies for all departments

Provides general assistance to the front counter as needed

## Knowledge, Skills and Abilities

Thorough knowledge of standard office practices, procedures and equipment; thorough knowledge of business English, spelling and arithmetic; thorough knowledge of department policies and procedures; ability to perform and organize work independently; thorough skill operating a personal computer and applicable hardware and software; ability to communicate effectively both orally and in writing; ability to establish and maintain effective working relationships with associates and the general public.

## Education and Experience

High school diploma or GED and moderate office experience, computer knowledge, organizational skills, or equivalent combination of education and experience.

## Physical Requirements

This work requires the occasional exertion of up to 25 pounds of force; work regularly requires sitting, speaking or hearing and using hands to finger, handle or feel, frequently requires stooping, kneeling, crouching or crawling and repetitive motions and occasionally requires standing, walking, reaching with hands and arms, pushing or pulling and lifting; work has standard vision requirements; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; work requires preparing and analyzing written or computer data and observing general surroundings and activities; work has no exposure to environmental conditions; work is generally in a moderately noisy location (e.g. business office, light traffic).

## Special Requirements

None.