

CITY OF SELAH

COMMUNITY DEVELOPMENT ADMINISTRATIVE ASSISTANT

This job description is intended to present a descriptive list of the range of duties performed by the position. It is not intended to reflect all duties performed within the job.

Department: Community Development and Planning, Non Union

DEFINITION

Under the direction of the Community Development and Planning Director, independently performs a variety of responsible clerical duties typically required by Permitting, Plan Review, and Building Inspection. Requires an ability to use office software and knowledge of the department's services, policies, and practices. Types, proofreads, and edits content of documents; schedules meetings; screens and answers phones and directs incoming calls. Distributes mail and prepares mailings, organizes and maintains department's filing system and records retention. Researches, gathers, and compiles data to assist in preparing reports and other routine clerical duties. Follows specific procedures or under close direction from a higher-level employee. Assists in the process of issuing building permits, sign permits, and code enforcement, as well as coordinating assignments with other departments.

SUPERVISION RECEIVED AND EXERCISED

Receives supervision from and reports to the Community Development and Planning Director
Generally no supervision exercised.

ESSENTIAL JOB FUNCTIONS

Essential functions and duties include, but are not limited to, the following:

1. Answers phones, redirects incoming calls, and distributes mail.
2. Types, proofreads, and edits content of documents
3. Prepare, update, and maintain applications forms and other departmental forms.
4. Organizes and maintains department's filing system including applications, plans, plats, and reports.
5. Assists in performing administrative duties that support building department.
6. Performs technical and administrative duties that support the Community Development and Planning Department functions. Accepts permit applications, reviews them for completeness and errors, enters data into computerized tracking system, and routes them for review.
7. Accepts, reviews, and issues permits for simple and over-the-counter permit applications. Answers questions about building codes and provides copies of plans, maps, and other documents to customers. Tracks progress of permit applications. May perform simple plan review.
8. Assist with the mailing of informational notices & packets to agencies and residents.

9. Assists in the preparation of the informational packets for the Planning Commission meetings.
10. Maintains records, prepares maps and sketches, and researches records, maps and data to obtain engineering data.
11. Attends Planning Commission meetings and is responsible for taking minutes. (May be as many as two evening meetings a month). Attend other meetings as assigned
12. Researches and assists in the preparation of grant applications for funding assistance.
13. Works under the general direction of the Community Development and Planning Director.

PERIPHERAL DUTIES:

- Provides general administrative assistance to the Director, Building Inspector, Building Official, and Code Enforcement Officer.
- Other duties as assigned.

NECESSARY KNOWLEDGE, SKILLS AND ABILITIES:

- Working knowledge of computers and electronic data processing; Working knowledge of modern office practices and procedures; Working knowledge of governmental permitting principles and practices; some knowledge of plan review and building inspection.
- Skill in operating listed tools and equipment.
- Ability to perform arithmetic computations accurately; Ability to communicate effectively verbally and in writing; Ability to establish successful working relationships; Ability to work under pressure and/or frequent interruptions;
- Capable of multitasking; skilled in following instructions and directions; skilled in providing excellent customer service; ability to work with angry or difficult customers.
- Must be friendly, pleasant, and professional greeting walk-in customers and responding to telephone inquiries.

TOOLS AND EQUIPMENT USED:

- Personal computer, including permitting, word processing and spreadsheet software, internet use, central financial computer, 10-key calculator, phone, base radio, fax and copy machines.

QUALIFICATIONS

Education, Experience, and Training Guidelines

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education:

- High School diploma or G.E.D. with specialized course work in general office practices such as typing, accounting, data processing. Bachelor's degree preferred.

Experience:

- Two years of progressively responsible experience in office, clerical, or general administrative work.

Training, licensing, or certifications:

- Possession of valid Washington State Driver's License
- Some college level training desired.

WORKING CONDITIONS

Environmental Conditions:

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 Office environment. Schedule may include evening and weekend hours.

Physical Conditions:

Essential functions may require maintaining physical condition necessary for walking, standing or sitting for prolonged periods of time; moderate or light lifting and carrying; operating motorized vehicles; near visual acuity for performing administrative tasks on a computer.

Note:

1. Any combination of education and experience may be substituted, so long as it provides the desired skills, knowledge and abilities to perform the essential functions of the job.
2. All requirements are subject to possible modification to reasonably accommodate individuals with disabilities. However, some requirements may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves or other employees.
3. While requirements may be representative of minimum levels of knowledge, skills and abilities to perform this job successfully, the employee will possess the abilities or aptitudes to perform each duty proficiently.
4. This job description in no way implies that these are the only duties to be performed. Employees occupying the position will be required to follow any other job-related instructions and to perform any other job related duties requested by their supervisor.

I have read and understand this class description.

Signature

Date

