

JOB TITLE: MUNICIPAL BUILDING ADMINISTRATIVE ASSISTANT (Hourly: Non-exempt)

ACCOUNTABILITY: Under the direction of the Building/Zoning & Code Enforcement Director.

JOB SUMMARY: Provides assistance/administrative support to the Building and Zoning Department with the review and issuance of all permits, processing subdivision plats and replat applications, and zoning amendments; serves as receptionist in the Municipal Building area.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Assists with issuing all permits to include building, electrical, plumbing, mechanical, sign, demolition, moving, and utility taps;
- Assists with processing subdivision plats, replats, and re-zoning applications;
- Assists in enforcement of City codes; receives and responds to phone calls, complaints, and communications from property owners and residents, prepares written notices of violations;
- Assists with preparing public notices and meeting agenda packets;
- Registers contractors;
- Assists contractors and public with permit applications;
- Arranges, coordinates, and tracks inspections;
- Conducts research on properties;
- Processes invoices for billing;
- Performs weekly recap and prepares department report on monies received;
- Prepares monthly and calendar year permit reports;
- Maintains files and data base records

ADDITIONAL DUTIES:

- Assists other City departments as assigned;
- Other related duties and responsibilities as assigned.

JOB STANDARDS/SKILLS:

Knowledge of office procedures and equipment including computers, scanners, plotters, typewriters, photocopiers, telephone, and calculators; ability to communicate verbally and in writing; ability to meet and deal with the general public; record keeping and filing skills.

MINIMUM QUALIFICATIONS:

High school graduate or equivalent

Valid Nebraska Operator's License

Must have experience with word processing, data base, and spreadsheet computer programs, and be able to prepare and file his or her own correspondence.

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