



Job Title: Administrative Assistant – Muni Bldg
Department: Building/Zoning & Code Enf.
FLSA Status: Non-Exempt, Hourly, Full Time
Revised Date: See Below

Accountability

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

Job Summary

Provides administrative support to the Building/Zoning & Code Enforcement Director, including but not limited to, review and issuance of all permits, processing subdivision plats and replat applications, and zoning amendments. May provide support to the Administration, Engineering, Public Properties, and Street Departments if requested.

Essential Job Functions

Greet and receive the public, in person, by phone, or email and direct to proper contact; assists with issuing all permits to include building, 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 complaints and communications from property owners and residents, prepares written notices of violations; registers contractors; assists contractors and public with permit applications and collection of fees; arranges, coordinates, and tracks inspections; conducts research on properties; performs weekly recap and prepares department report on monies received; prepares monthly and calendar year permit reports; maintains files and data base records; understands and drafts legal descriptions for the purpose of easements, ordinances, resolutions, etc.; sets up meetings and maintains calendar for the Building/Zoning & Code Enf, Director; assists in daily mail pick-up and sort; assists in preparing public notices, agenda packet, and packet distribution of the Planning & Zoning Board; may be asked to attend and record minutes of Boards, Commissions or Committees; files plats and easements at the Seward County Courthouse.

Additional Duties and Responsibilities

Supervises the maintenance, care, and daily upkeep of office equipment and supplies; may take minutes at meetings as requested; may assist other City departments outside of the Municipal Building if requested.

Knowledge, Abilities and Skills

Good written and verbal communication skills to effectively communicate on a daily basis with City employees and the public; knowledge and proficiency in Microsoft Office; ability to: operate a computer, scanner, plotter, typewriter, photocopier, telephone, calculator and other office equipment as needed; good record keeping and organizational ability; ability to take minutes; capability to accurately find and complete documents containing legal descriptions and to understand filed easements, ordinances, resolutions, and municipal code; familiarity with building, code enforcement, and zoning terminology is desirable. Ability to sit and/or stand for extended periods of time; ability to lift boxes and packages of 25 lbs. or less; ability to step up and down short ladders; ability to work overtime if necessary.

Education and Experience

Graduation from High school or equivalent; one (1) or more years' experience with various computer programs and functions is desirable; one (1) or more years' experience in general office, clerical, or records keeping preferred, specifically working with contractors/builders is helpful; or any equivalent combination of experience and training deemed sufficient to successfully perform job duties.

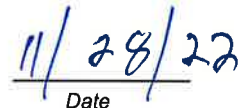
Special Requirements

Possession of a valid driver's license. Ability to become certified as an International Code Council (ICC) Permit Tech within two (2) years from date of hire.

Note: The statements herein are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be constructed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. This job description may be changed or updated at any time without notice.

Job Description Revision Approved:


City Administrator


Date