IVINS CITY JOB DESCRIPTION

~~ADMINISTRATIVE ASSISTANT~~

DEPUTY CITY RECORDER – BUILDING & ZONING

DEPARTMENT:	**BUILDING & ZONING**	**FLSA: NON-EXEMPT**
DIVISION:		**REVISED: 10/2014**

GENERAL PURPOSE:

Perform a variety of secretarial and technical duties, including customer service, reports, meeting minutes, spreadsheets, newsletter articles, office organization, correspondence, filing, scheduling appointments, and general support for the Building & Zoning Department.

SUPERVISION RECEIVED:

Works under the direct supervision of the Building Official / Zoning Administrator.

SUPERVISION EXERCISED:

None – this is not a supervisory position.

ESSENTIAL FUNCTIONS: (Essential functions, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills and other characteristics. The list of tasks is illustrative only, and is not a comprehensive listing of all functions and tasks performed by positions in this class.)

1. Provide general secretarial duties; prepare correspondence, memos and related communications for Building & Zoning Department; organize, maintain and perform all filing tasks.
2. Be responsible for the recording, filing, indexing, making available for public inspection and safekeeping of all proceedings of the Planning Commission and other records of the City.
3. Provide technical assistance to customers and staff in Building & Zoning Department; process building permits; and schedule inspections.
4. Prepare various reports, meeting agendas and minutes, articles for newsletter and web site, and other documents; review content for accuracy and completeness; make grammatical and technical changes to content as needed; perform routine research and gather data as needed to compile or complete reports as requested.
5. Post or publish all legal notices, ordinances and resolutions as required by law.
6. Act as Deputy Recorder; attend Planning Commission meetings; and prepare meeting agendas and minutes for Planning Commission meetings.
7. Prepare department articles for newsletter and/or website.
8. Assist the public with questions related to building permits and procedures.
9. Receive incoming phone calls, answer questions, take messages, provide factual information, and refer calls to appropriate departments.
10. Provide public with information related to various City services, fees and hours, etc. as needed.
11. Review work done by others to check for correct spelling/grammar and recommend revisions.
12. Operate office equipment, such as computer, projector, photocopier, fax machine, shredder and telephone system.

13. Set up and maintain paper and electronic filing systems for records, correspondence, and other materials; keep the office organized and file documents in a timely manner.
14. Notify the City Recorder of the impending expiration of the term of office of a member of the Planning Commission and/or Sensitive Lands Committee, said notice to be given at least thirty (30) days before such expiration.
15. Attest and/or notarize signatures of authorized City officials; notarize signatures for members of the public as available.
16. Other duties as assigned.

QUALIFICATIONS:

Education and Experience:

1. Must have at least a high school diploma or equivalent.
2. ~~Five (5) years previous full-time successful experience in general office work.~~ Five (5) years previous experience in secretarial or administrative/executive assistant related work.
3. Prior work experience as a City Recorder / Municipal Clerk or in a position that required the preparation of meeting minutes from a recording preferred.
4. Have or be willing to obtain and maintain, CMC certification.
5. Have or be willing to obtain and maintain Notary Public certification.

Knowledge:

1. English – Knowledge of the English language, including proper structure, spelling, grammar, and punctuation.
2. Clerical – Knowledge of administrative and clerical procedures and systems, such as word processing, managing files and records, and other modern office procedures and terminology.
3. GRAMA – Working knowledge of governmental records management and classifications.
4. Computers/Office Machines – Knowledge of proper use of computers and office machines.
5. Computer Software – Knowledge of, and proficiency in using, Microsoft Word, Microsoft Excel and various types of accounting software; knowledge of, and proficiency in using, Microsoft Powerpoint also helpful.
6. Math – Knowledge of basic math, particularly regarding payroll and benefit calculations.

Skills:

1. Reading Comprehension – Understanding written sentences and paragraphs in work related documents.
2. Active Listening – Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate and not interrupting at inappropriate times.
3. Time Management – Managing one's own time efficiently.
4. Writing – Communicating effectively in writing as appropriate for the needs of the audience.
5. Typing – Must type at least 55 words per minute.
6. Speaking – Talking to others to convey information effectively.
7. Critical Thinking – Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.
8. Judgment & Decision Making – Considering the advantages and disadvantages of potential actions to choose the most appropriate one.
9. Organization - Setting up and maintaining paper and electronic filing systems for records, correspondence, and other materials; keeping the office organized and filing documents in a timely manner.

Abilities:

1. Oral Comprehension – The ability to listen to and understand information and ideas presented through spoken words and sentences.
2. Oral Expression – The ability to communicate information and ideas in speaking so others will understand.
3. Speech Recognition – The ability to identify and understand the speech of another person.
4. Speech Clarity – The ability to speak clearly so others can understand you.
5. Written Expression – The ability to communicate information and ideas in writing so others will understand.
6. Problem Sensitivity – The ability to recognize when something is wrong or is likely to go wrong.
7. Selective Attention – The ability to concentrate on a task over a period of time without being distracted.
8. Number Facility – The ability to add, subtract, multiply, or divide quickly and correctly.
9. Near Vision – The ability to see details at close range (within a few feet of the observer).
10. Wrist-Finger Dexterity – The ability to make fast, simple, repeated movements of the fingers, hands and wrists.

WORKING CONDITIONS:

1. Office environment, light physical effort which may include sitting or standing for extended periods while operating assigned equipment.
2. Infrequent lifting of light weights up to 15 pounds.
3. Moderate exposure to stress as a result of human behavior.

The above statements are intended to describe the general nature and level of work being performed by the person(s) assigned to this job. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required of personnel so classified. The approved class specifications are not intended to and do not infer or create any employment, compensation, or contract rights to any person or persons. This updated job description supersedes prior descriptions for the same position. Management reserves the right to add or change duties at any time.