

City of St. Helens

Job Title: Community Development Administrative Assistant
Department: Community Development
FLSA Status: Non-Exempt
Union: AFSCME
Created: September 4, 2019

GENERAL PURPOSE

Supports the Building, Planning, and Engineering Divisions by performing various clerical and administrative activities.

SUPERVISION RECEIVED

Works under the general direction of the Community Development Director.

SUPERVISION EXERCISED

No supervision exercised.

JOB DUTIES AND RESPONSIBILITIES

- Building Division
 - Performs routine clerical and administrative work in answering phones, receiving the public, providing customer assistance, cashiering, and data processing.
 - Receives applications for various permits and licenses, routes to appropriate departments, and issues completed permits of building, mechanical, and plumbing.
 - Works with Building Official and Secretary in scheduling inspections daily.
 - Assists in management of official City records including filing, data entry, scanning, and creating new/additional files.
 - Assists in the procurement of materials and supplies for the Building Division.
 - Establishes and maintains filing systems, control records and indexes using moderate independent judgment.
 - Obtains information from the City and County records, as assigned.
 - Routes and tracks permits through departments and follows up as needed with customers and departments to ensure permits are processed accordingly.
 - Covers front desk in absence of principle front desk personnel.
 - Calculates and performs manual entries of billings for City permits. Processes payments accordingly and as assigned.

- Planning Division
 - Composes, transcribes, types, and edits a variety of reports, correspondence, and other material requiring judgment as to content, accuracy, and completeness.
 - Attends evening Planning Commission and Historic Landmarks Commission meetings to take notes, record meetings, and ensure audio/video function for broadcasting.
 - Prepares mailings for land use actions and public hearing notices.
 - Sends legal and other notices for land use actions and other department matters.
 - Prepares packets, forms, agendas, correspondence, and minutes for Planning Commission and Historic Landmarks Commission.
 - Creates and maintains Planning Division hardcopy and digital files.
 - Assists Division staff with routine clerical duties, customer inquiries and overall Division organization and function.
 - Acts as custodian of Division documents and records. Establishes and maintains filing systems, control records, and indexes using moderate independent judgment.

- Engineering Division
 - Manages Plan Holders List.
 - May assist Division staff with routine clerical duties, customer inquiries and overall Division organization and function.
 - Assists with mailings for public notifications.

- Administrative Functions
 - Receives the public and answers questions; responds to inquiries from visitors and when necessary, refers to appropriate persons.
 - Develops and maintains office forms, procedures, and assists with administrative tasks involving customer service and records management.
 - Creates and maintains brochures/general guidelines for customers to better understand processes, procedures, and general guidelines of Building and Planning Divisions.
 - Schedules and prepares appointments, pre-app meetings and performs other administrative and clerical duties as assigned.
 - Assists in coordination and facilitation of permit processing and other matters between Building, Planning and Engineering.

PERIPHERAL DUTIES

- Performs other related duties as assigned.

MINIMUM QUALIFICATIONS

Education and Experience:

- High school diploma equivalent.
- 3+ years of increasingly responsible related experience, or any equivalent combination of related education and experience.

Knowledge, Skills and Abilities:

- Ability to perform cashier duties accurately.
- Ability to effectively meet and deal with the public appropriately.
- Ability to communicate effectively verbally and in writing.
- Ability to handle stressful situations.
- Ability to maintain a high level of organization.
- Ability to establish successful working relationships.

PREFERRED QUALIFICATIONS

- Knowledge of State of Oregon Accela online building software.
- General knowledge of government processes regarding Building and Planning.
- General knowledge of Oregon Building codes and Oregon Land Use Planning regulations.
- Previous experience with secretarial tasks, such as data entry, minutes, and mail merge documents.

SPECIAL REQUIREMENTS

- A valid state driver's license.
- Obtain or ability to obtain a Notary Public Commission within six months of hire date.

TOOLS AND EQUIPMENT USED

Phone, computer, calculator, copy machine, scanner, fax machine, windows based software, Word, Excel, and City vehicle.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to walk, use hands to finger, handle, or operate objects, tools, or controls; and reach with hands and arms.

The employee must occasionally lift and/or move up to 25 pounds.

Specific vision abilities required by this job include close vision and the ability to adjust focus.

WORK ENVIRONMENT

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.

The noise level in the work area is typical of most office environments with telephones, personal interruptions, and background noises but may be a little loud depending on the day.

EMPLOYEE ACKNOWLEDGEMENT

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

ACKNOWLEDGEMENT

I acknowledge that I have received a copy of the **Community Development Administrative Assistant** job description. I understand that it is my responsibility to adhere to the job duties and responsibilities outlined within this job description.

Employee Signature: _____

Date: _____

Print Name: _____

Manager Signature: _____

Date: _____