



COMMUNITY AND ECONOMIC DEVELOPMENT ADMINISTRATIVE ASSISTANT

Department: Administration
Supervisor: Comm. & Econ. Dev.
Director
Pay Grade: 5
FLSA Status: Non-Exempt

GENERAL DEFINITION OF WORK

Under general supervision, provides a wide variety of technical office administrative support to the Community and Economic Development Director, City Administrator, and Clerk-Finance Officer; performs technical support work related to department activities; creates, implements, and participates in technical processes, procedures, and programs; and performs related work as required.

HOURS OF WORK

The Community and Economic Development Administrative Assistant is a full-time position working 40 hours per week. Hours of service will follow the guidelines laid out in the employee handbook.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Minimum Qualifications

- Associates degree in business administration, urban planning, public administration, finance, economic development, marketing, or a related field
- Strong communication skills
- Valid Minnesota Driver's License

Desired Qualifications

- Bachelor's degree in business administration, urban planning, public administration, finance, economic development, marketing, or a related field
- At least two years of professional related economic development or business experience

ESSENTIAL FUNCTIONS

An employee in this position may be called upon to do any or all of the following essential duties:

- Perform technical and administrative duties that support the Community and Economic Development Director and Planning Department functions.
- Type, proofread, and edit the content of documents.
- Prepare, update, and maintain application forms and other departmental forms.
- Organize and maintain the department's filing system, including applications, plans, plats, and reports.
- Assist in performing administrative duties that support the building department.
- Accept permit applications, review them for completeness and errors, enter data into the computerized tracking system and route them for review.
- Accept, review, and issue permits for simple and over-the-counter permit applications.
- Answer questions about building codes and provides copies of plans, maps, and other documents to customers.
- Track the progress of permit applications.
- Perform a simple plan review.
- Assist with mailing informational notices and packets to agencies and residents.
- Assist in the preparation of the informational packets for Commission meetings.
- Prepare, track, and follow up on minor City Code violation notifications.
- Provide general administrative assistance to the Director, City Administrator, Building Inspector, Building Official, City Planner, and Code Enforcement Officer.
- Answer phones, redirect incoming calls, and distribute mail.
- Perform related tasks as required.
- ***Performs other duties and responsibilities as assigned by the Community and Economic Development Director, City Administrator, and Clerk-Finance Officer.***

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge

- Principles and practices of effective customer service and customer-oriented telephone etiquette.
- Office administrative practices and procedures, including file and document management procedures and practices.
- City organization and basic information regarding ordinances, rules, policies, procedures, and operating practices applicable to providing telephone reception.
- Advanced uses of word processing, graphics, spreadsheet, database, and other software to create documents and materials requiring the interpretation and manipulation of data.
- City administrative policies and procedures applicable to areas of assigned responsibility, including the requisitioning and purchasing of equipment and supplies and maintenance of public records.

Skills

- Manage stress effectively without it interfering with performance.
- Organize, set priorities, and exercise sound independent judgment within areas of responsibility.
- Operate a computer using word processing, spreadsheet, database software, and other standard office equipment.
- Communicate clearly and effectively, both orally and in writing.

Abilities

- Interpret, apply, explain, and reach sound decisions in accordance with regulations, Policies and procedures.
- Maintain strict confidentiality of privileged information.
- Use a high degree of tact, diplomacy, and discretion in dealing with sensitive and confidential situations and concerned internal and external parties.
- Establish and maintain highly effective working relationships with the Mayor, City Council members, other elected and appointed officials, committee members, department directors and managers, staff, residents, representatives of civic and community groups, the media, the public, and others encountered in the course of work

PHYSICAL REQUIREMENTS

The physical demands described here are representative of those that must be met by a Community and Economic Development Administrative Assistant to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

- Requires employee to mainly work inside and have contact with the public, co-workers, and vendors.
- Activities that occur continuously (more than 75% of the time) are: hearing; use of near vision; use of depth perception, accommodation, color vision, and field of vision/peripheral vision.
- Activities that occur frequently (from 25% - 75% of the time) are: bending/stooping; squatting; crouching; crawling; kneeling; twisting; handling; use of left and right feet independently and/or together; talking; and use of smell.
- Activities that occur occasionally (up to 25% of the time) are: pushing; pulling; reaching at, above and/or below shoulder level with both arms together and/or independent of one another; lifting and/or carrying up 30 pounds, use of fingers and hands for repetitive, non-repetitive, or consistent actions; fine manipulating with fingers; and using sense of touch.

CONDITIONS OF EMPLOYMENT

Satisfactory completion of a background examination and other pre-employment requirements as identified in the City's Employee Handbook. All employees must comply with appropriate local, state, and federal safety rules, regulations, and statutes. All employees must comply with organizational and departmental policies.

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.

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

ACKNOWLEDGEMENT

I, (print name) _____, have reviewed this job description and I understand the job duties and responsibilities. I am able to perform the essential functions as outlined. I understand that my job may change on a temporary or regular basis according to the needs of the City without it being specifically included in the job description.

I further understand that future performance evaluations are based on my ability to perform the duties and responsibilities outlined in this job description.

I have discussed any questions I may have had about this job description prior to signing this form.

Signature

Date