CITY OF grove

JOB DESCRIPTION

Job Title: Administrative Assistant
Department: Community Development
Classification: Non-Exempt
Pay Grade: Grade 7
Pay Range:

Minimum	Midpoint	Maximum
$27,031	$33,771	$43,251

Reports to: Assistant City Manager
Date Updated: August 2021

SUMMARY

Provide assistant to walk-in and phone Community Development customers. Direct customers to the appropriate department for assistance as needed. This position requires a self-starter, multi-tasker, good time manager and ability to perform job assignments with minimal supervision. Prompt and regular attendance is required for this position.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

- Assist customers with Building Permit Applications
- Generate permits on the computer including but not limited to Fence, Deck, Roof
- Contact customers when permits are ready to be picked up
- Assist customers with Code Enforcement Complaints, serve as liaison to the Fire Department
- Create agenda packets for CTB, Planning & Zoning and Board of Adjustment
- Attend CTB meetings and take minutes, record minutes in official minute book
- Post agendas and send agenda packets via e-mail to board members
- Assist customers with Zoning Request Applications
- Provide proper Notice of Zoning Requests as set-forth in the Oklahoma State Statutes
- Schedule appointments and meetings
- Serve as Point of Contact for SDR 911 Addressing Maintenance
- General secretarial duties
- Perform other additional duties as assigned

PERIPHERAL DUTIES

- Makes appropriate decisions for proper customer service
- Abides by all standards, conduct and policies, as stated in the Personnel Policies and Procedures Manual

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.

QUALIFICATIONS

Education, Licensure, or Certification
- Minimum High School Diploma/GED

Experience, Specialized Knowledge, and Other Requirements
- Familiarity with Grove and Grand Lake area
- Customer Relations
- Must demonstrate a high level of integrity and confidentiality
- Experience with Microsoft Word, Excel and Outlook

Knowledge, Skills and Abilities – With or without accommodations

Knowledge
- Knowledge of policies, procedures and general functions of a municipal government.

Physical
- Has ability to perform physical activities such as sitting, standing, walking, talking, bending, reaching, grasping; uses hands repetitively to handle, feel and operate standard office equipment and computers;
- Has the potential of occasionally lifting up to 20 pounds
- Has normal eyesight and depth perception, with or without correction
- Hears normal tones, with or without correction
- Has ability to work within environment described below

Cognitive
- Ability to listen, understand, read, write and communicate information
- Ability to add, subtract, multiply, and divide whole numbers, fractions, and decimals
- Ability to use logic and reasoning to identify appropriate solutions or approaches to problems
- Ability to work independently
- Ability to display positive attitude at all times
- Ability to establish and maintain effective working relationships with peers, superiors and the public

The physical and cognitive 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.

WORK ENVIRONMENT

While performing the duties of this job, the employee regularly works inside under typical office conditions. The employee regularly sits for extended periods. The noise level in the work environment is usually quiet.

SUMMARY

This 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.

I have read and understand my duties described above.

_____   _____

Employee   Date