

## **Administrative Assistant – Community Development**

### **General Definition of Work**

Performs skilled administrative support work, preparing and maintaining department information and providing administrative support, and related work as apparent or assigned. Work is performed under the limited supervision of the Building Commissioner. Work hours for this position are 10:00 a.m. to 2:00 p.m. Monday through Friday. Hours are subject to change due to work demands or as needed.

### **Essential Functions**

General clerical responsibilities with proficiency in Word and Excel.

Work cooperatively with the public and coworkers

Process, record, and maintain licenses, registrations, permits and other similar documents.

Generate claim forms for office expenses, balance, and manage accounts.

Create letters/billings for the Building Commissioner.

Complete weekly and monthly deposit records.

### **Knowledge, Skills and Abilities**

Considerable knowledge of standard office practices and procedures. Expertise in word processing, spreadsheets, accounting and/or other software programs. Knowledge of City functions in general to effectively screen inquiries and process related documents.

Skill in the operation of office equipment needed to effectively perform the duties and responsibilities of the position, including modern office equipment. Ability to solve problems and to work well under pressure, using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.

Ability to organize, schedule prioritize and perform work with limited supervision. Capacity to complete assignments accurately and within deadlines. Ability to communicate effectively both orally and in writing with business representatives, elected officials, department heads, the general public, and other City employees with courtesy and tact. Strong computer and software skills. Capability to work the required hours of the position.

### **Minimum Education and Experience Required:**

1. High school diploma or equivalent.
2. Bilingual skills preferred but not required.
3. Two years of related work experience.

A combination of education and experience may be considered.